Supplier Relationship Management System

(SRM)

Bidding Process

USER MANUAL

for

BUYERS

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Created by: SRM Core Team – HCL

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HCL Infosystems Ltd.

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1. Introduction ….

For inviting potential suppliers to submit their Quotations and retaining these information in the system for future reference , Bidding Process is carried out on SRM System.

Bidding Process is carried out in two major steps: Technical Bidding & Commercial Bidding.

Only Restricted Bid is to be created in HCL SRM system.

For a supplier to participate in the Bidding Process in HCL SRM system, supplier has to be created as a Bidder. Only a registered and approved / accepted supplier in SRM system or an existing vendor with a valid HCL Vendor Code can be created as a Bidder in SRM system.

User ID and password is provided to the supplier in advance for participating in the Bidding Process.

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2. System Requirement for SRM - Bidding Process

Buyer's /User's computer system should be installed with the following for using SRM Module-Bidding Process:

a) Windows XP or Windows 7 Operating system;
b) Internet Explorer (IE) ver. 6 or 7 or 8 ;
c) Java version 1.6 update 23 (specifically required for Reverse Auction Process).

*

3. Bidding Process -- Process Steps…

To create a Bid, HCL **Buyers/Managers** to access SRM Enterprise Portal using the URL link: http://procurement.hclinsys.com/irj/portal , and login using the buyer login & password provided to them.

[For testing in Quality Server, Buyers to use IE(Internet explorer) , and enter the URL link: http://srmqas.hclinsys.com:50100/irj/portal and login with the Login & password provided to them]

To participate in the Bidding process, selected **Bidders** to login to HCL Website – www.hclinfosystems.com –GROUPSITES –HCL SRM --SRM Enterprise Portal – SRM Enterprise Portal option using the Bidder/user login & Password provided to them

Technical Bidding:

Technical Bid is created by Buyer with Detailed Price Information set as NO PRICE.

Step 1: Buyer to choose option : Strategic Purchasing , then create Technical Bid by choosing option: Create RFX with Price option set as NO PRICE.

a) Under RFX Info. TAB , Choose option :Material and Enter the MM SAP code or Search Material code by Description details and select the required Material SAP Code / Enter Free Text and choose the desired Product Category from the drop down menu with Qty ,Delivery date ,Bid opening date & time , Bid closing Deadline date & time .

b) Under Bidders Tab , Select multiple Bidders (as decided by buyer)from Internal Bidder Directory (List of Bidders already created for required Product categories-- Accepted Suppliers from ROS or existing Suppliers i.e Vendors available in MM)

Ensure that Contact person info. is already available for these Bidders like e-mail ID , Tel. no. etc.

c) Select Questions (General /Item wise) for the parameters decided like Incotems , Payment terms etc in General questions and Excise Duty,Quality etc. material -wise in Item questions & update Weightage % to each question/parameter, answers to be given by Bidders for each parameter/question.

d) Bid related documents (Technical requirements/Terms & Conditions etc.) can be attached with the Bid, if required. Also Notes can be written.

e) Approver /LOB Manager Login ID for the Bid is specified in the Bids by design/setting of SRM .

f) Save the Technical Bid.

g) Publish the Technical Bid.

Step 2: Once Bid is published , e-mail is sent in auto mode to the selected Bidders with the necessary details & URLinfo.

Step 3: Bidders/Suppliers have to open and analyze the Published Technical Bid(RFx) and send response to HCL.

a) Bidders have to login and choose Strategic Purchasing and choose the Bid mentioned in their Bid Invitation e-mail received from HCL.

b) Bidder's to Participate in the Bid & Create response.
c) Each Bidder has to Update the answers to the questions (both general & Item) mentioned in the BID.
d) Bidders have to Submit their Bid Response.

Step 4: In the Buyer's login, Buyer can monitor the status of the Bid Response which will appear as submitted with no. of Responses submitted.

Step 5: Once the Deadline date & time is reached, the Bid is closed for further Response.

Step 6: Buyer to review the Bid Responses & Select the Bidders whose responses satisfy the Buyers Bid Requirements.

Commercial Bidding

In this process , the Bid is created by Buyer with Detailed Price Information as **SIMPLE PRICE**.

Step 7: The Bid will be sent further to the selected Bidders for Commercial Bidding :
a) New Bid created w.r.t the Original RFX/Bid
b) Set the Price option as **Simple Price**.
c) Bid Response approver's i.e LOB Manager's login ID is entered in the Bid in Auto Mode (by design).
d) Save the Commercial Bid
e) Publish the Commercial Bid.

Note: Once Commercial Bid is created w.r.t the Technical Bid, status of this technical Bid/RFx appears as Transaction Closed.

Step 8: E-mail is sent in Auto mode to the selected Bidders once Commercial Bid is published.

Step 9: Bidders to login and participate in the Bid.
a) Update the Price.
b) Submit their Bid Response.

Step 10: Once Bid deadline date & time is reached, Bid is closed.

Step 11: Buyer i.e Bid originator to review & accept the best Bid.

Step 12: Accepted Bid will be sent to the approver Manager for the final acceptance.

Step 13: Status of the Bid is: **Transaction closed** after final acceptance.

Step 14: The Accepted bid can be sent further for Reverse Auction to selected approved multiple Bidders, if desired.

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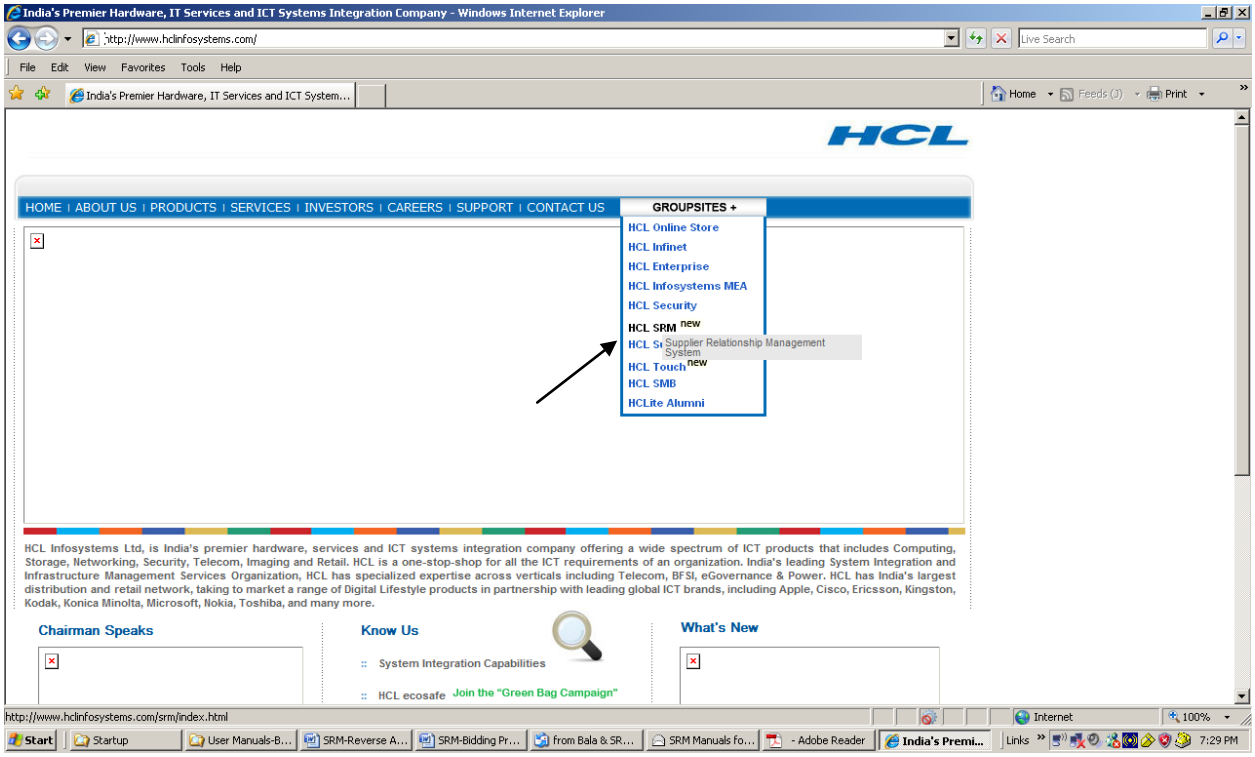
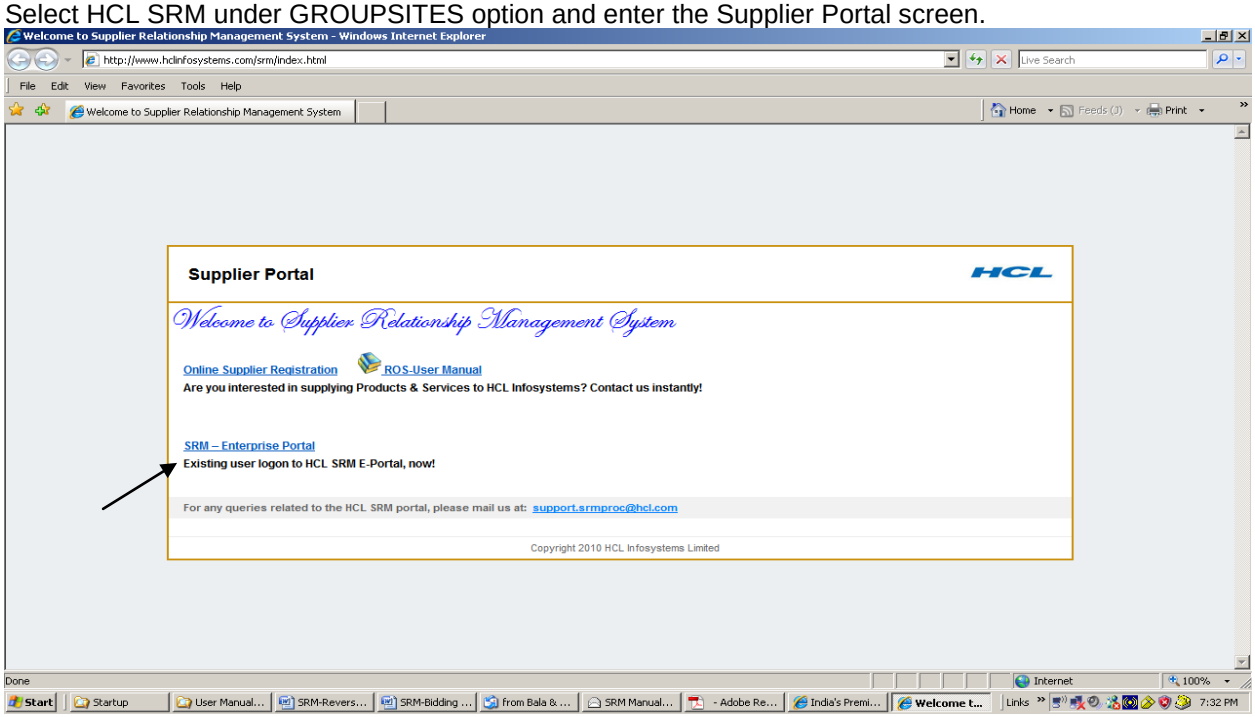
4. How to access the SRM portal for Bidding Process…

To create a Bid in SRM system, buyer has to access the SRM Enterprise portal using the URL link: http://www.procurement.hclinsys.com /irj/portal.

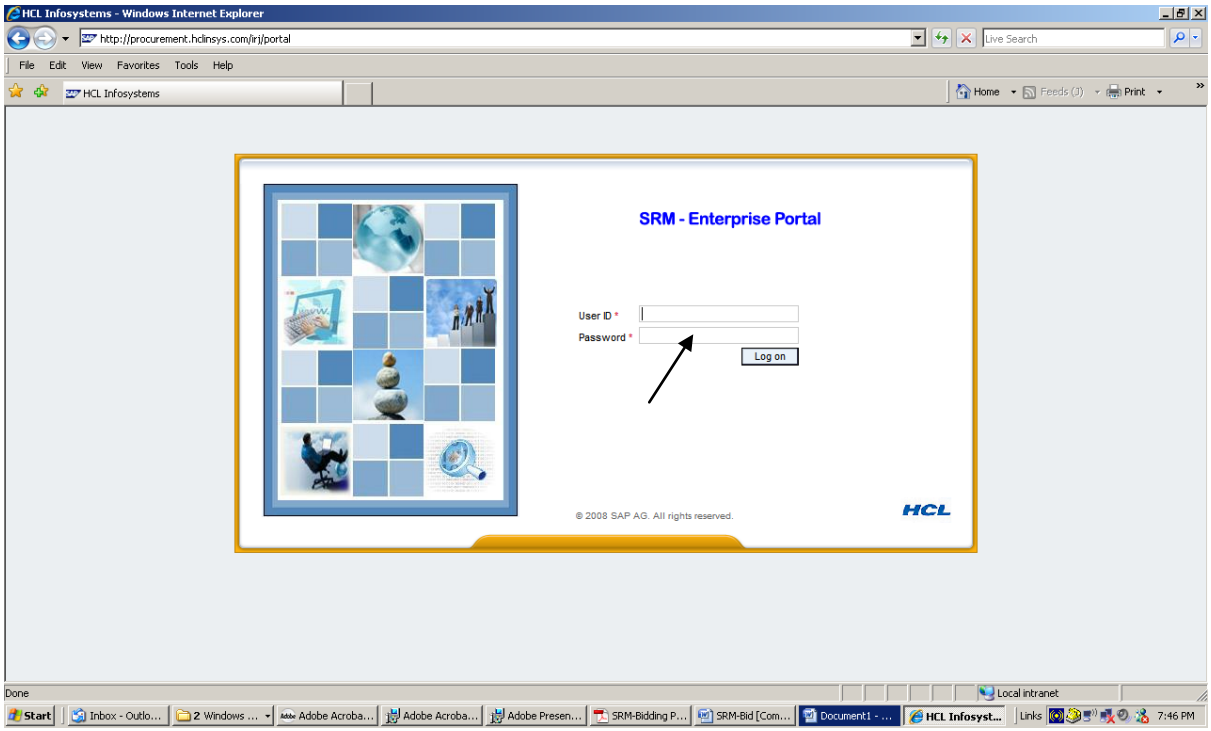
To access the Bid document published by HCL buyer, supplier has to access the HCL Infosystems Website: www.hclinfosystems.com -->GROUPSITES-->HCL SRM → SRM Enterprise portal.


India's Premier Hardware, IT Services and ICT Systems Integration Company - Windows Internet Explorer
HOME | ABOUT US | PRODUCTS | SERVICES | INVESTORS | CAREERS | SUPPORT | CONTACT US
GROUPSITES +
HCL Online Store
HCL Infinet
HCL Enterprise
HCL Infosystems MEA
HCL Security
HCL SRM new
HCL Touch new
HCL SMB
HCLite Alumni
Supplier Relationship Management System
Chairman Speaks
Know Us
What's New
System Integration Capabilities
HCL ecosafe Join the "Green Bag Campaign"

Select HCL SRM under GROUPSITES option and enter the Supplier Portal screen.


Welcome to Supplier Relationship Management System - Windows Internet Explorer
Supplier Portal
Welcome to Supplier Relationship Management System
Online Supplier Registration
ROS-User Manual
Are you interested in supplying Products & Services to HCL Infosystems? Contact us instantly!
SRM – Enterprise Portal
Existing user logon to HCL SRM E-Portal, now!
For any queries related to the HCL SRM portal, please mail us at: support.srmproc@hcl.com
Copyright 2010 HCL Infosystems Limited

Select SRM-Enterprise Portal …



Login using the User ID and Password received from HCL.

Once the Bidder enters the Supplier Screen, Bidder has to search for / locate the published Bid mentioned in the e-mail intimation received from HCL (details given in the next section).

*

5. Bidding Process details (with Screen-shots)

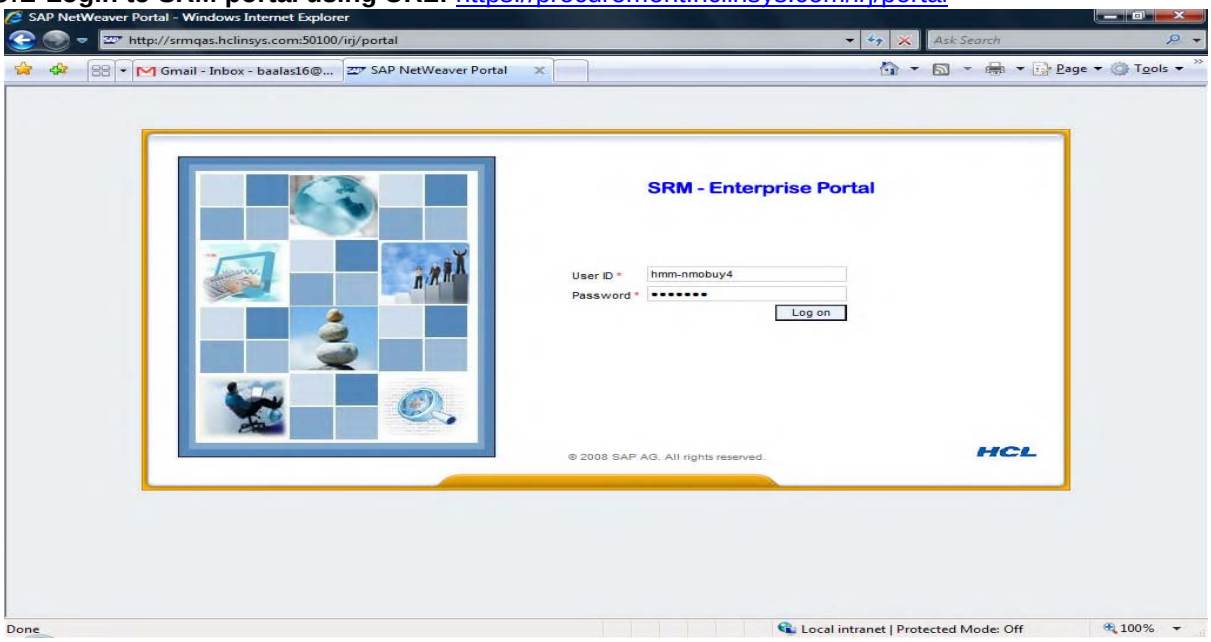
Bidding process is completed in two steps:
Technical Bidding &
Commercial Bidding
Only **Restricted Bid** is to be created in HCL SRM system.

For a Supplier to carry out Bidding related activities in HCL SRM System , he has to be created as a Bidder .
Bidder creation process in SRM is mentioned in a separate section.

a) Create a Bid/Create Rfx (Request for Quotation)

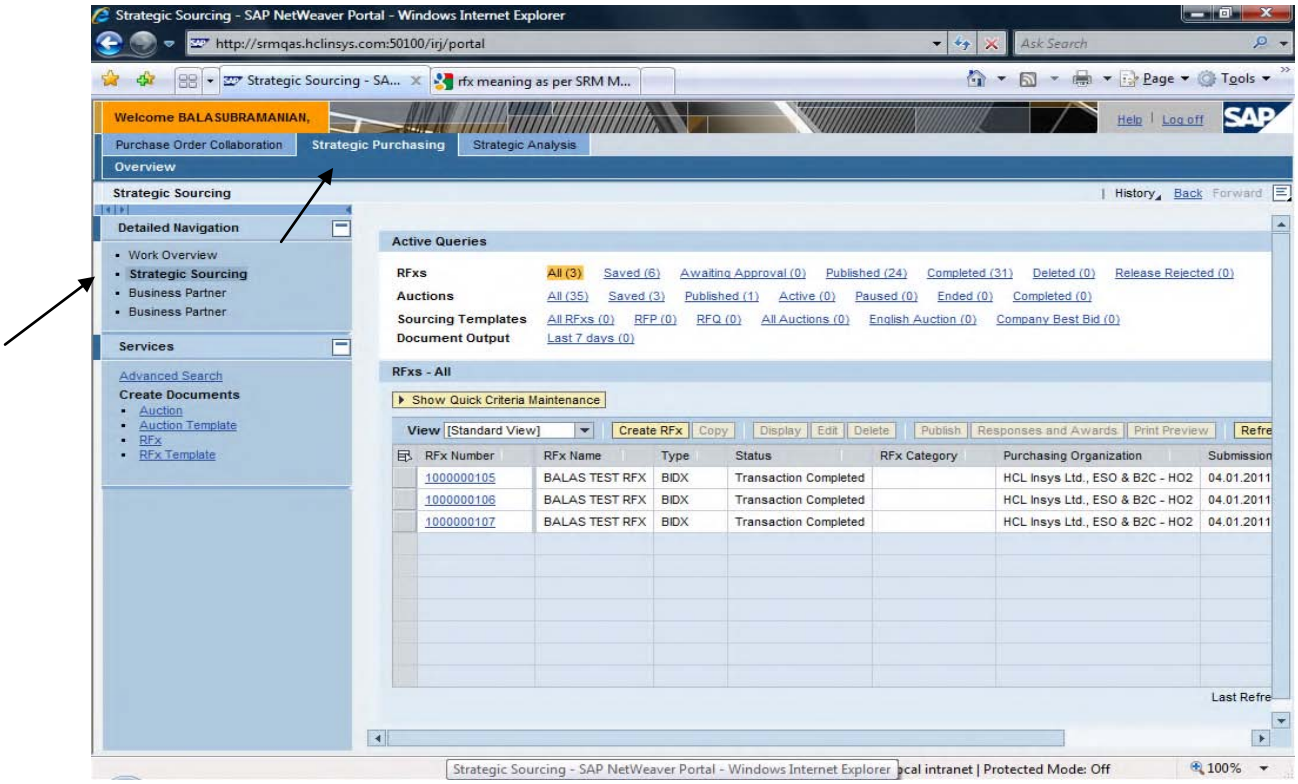
Note: This activity is to be carried out by Buyers.

5.1 **Login to SRM portal using URL:** https://procurement.hclinsys.com/irj/portal



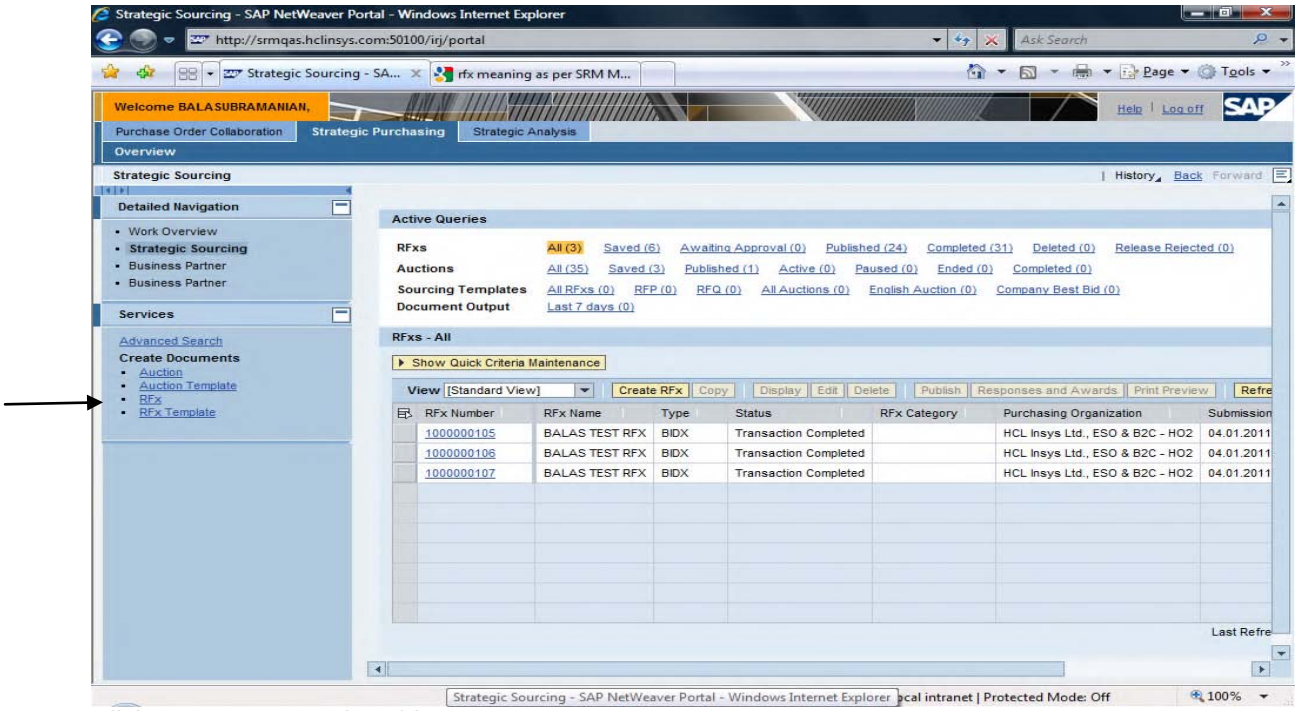
Enter your User ID & Password to get into SRM Portal.

5.2 On the SRM screen, select Strategic Purchasing→Strategic Sourcing→ Create Documents→RFx



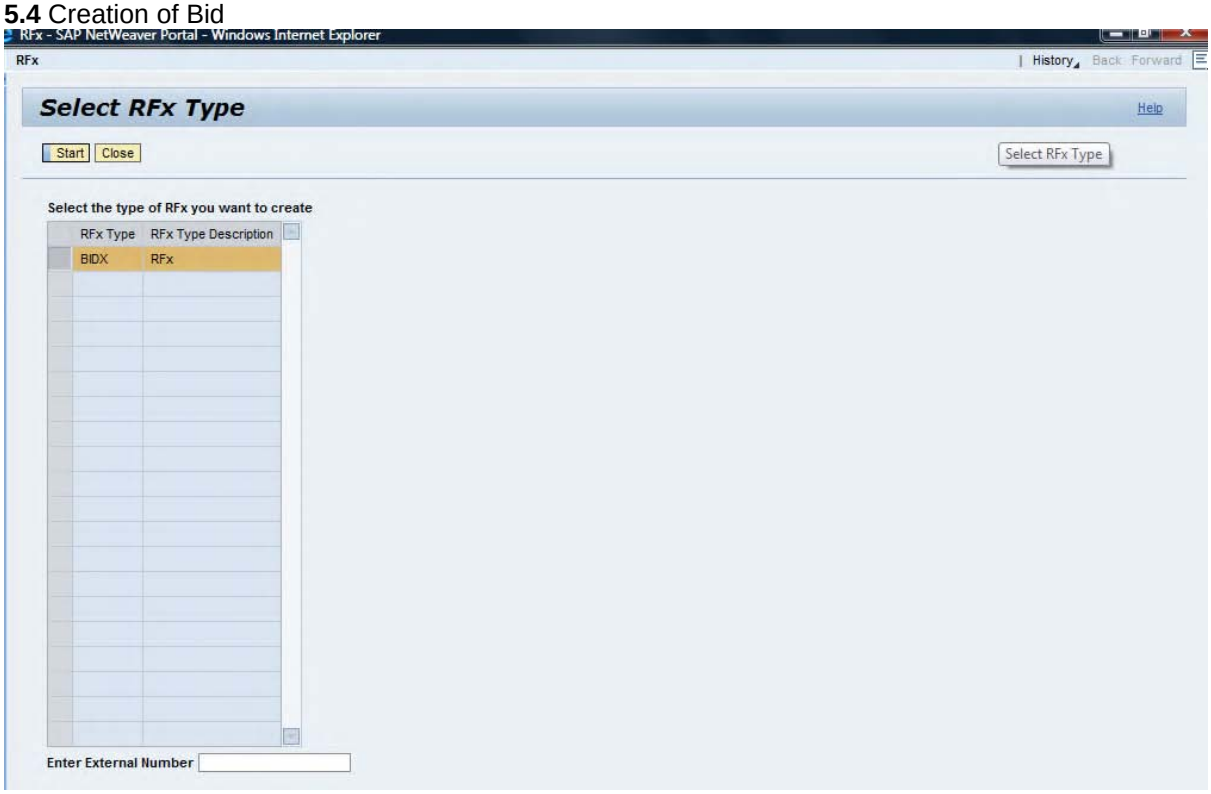
Click on strategic purchasing and then Click Strategic Sourcing on left side on your Screen.

5.3 Create RFx document …



Click RFx to Create the Bid.

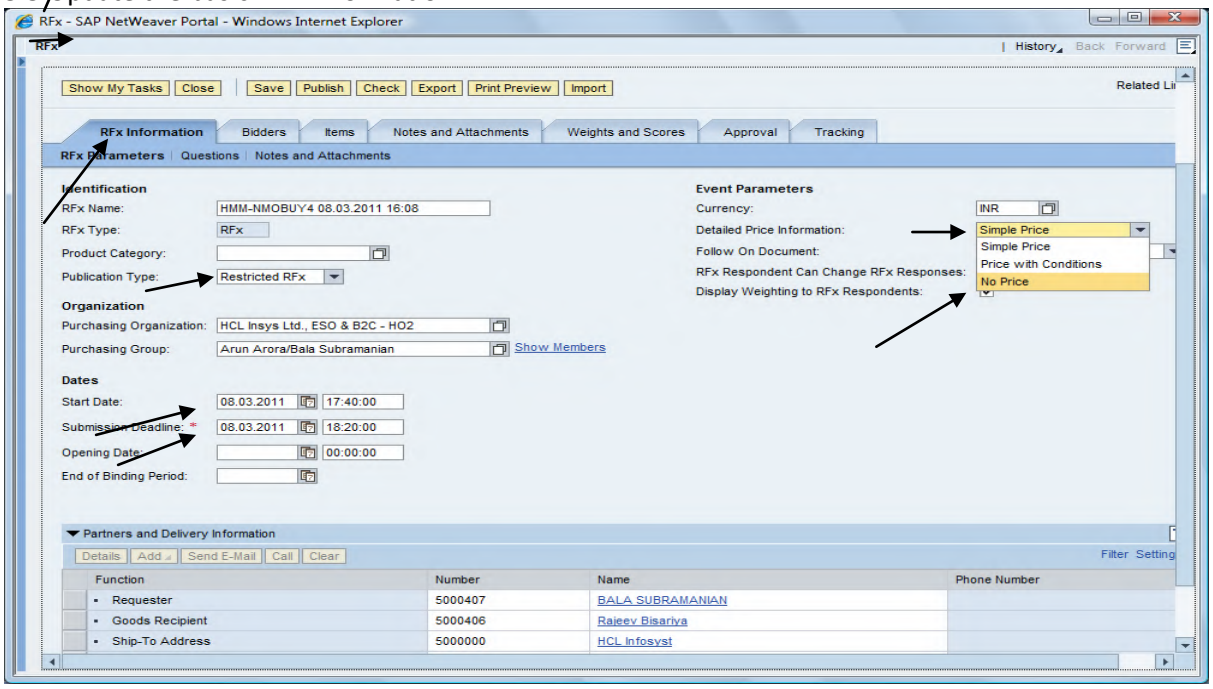
5.4 Creation of Bid



Select RFx type and Click Start

Technical Bidding

5.5 Update the basic RFx Information



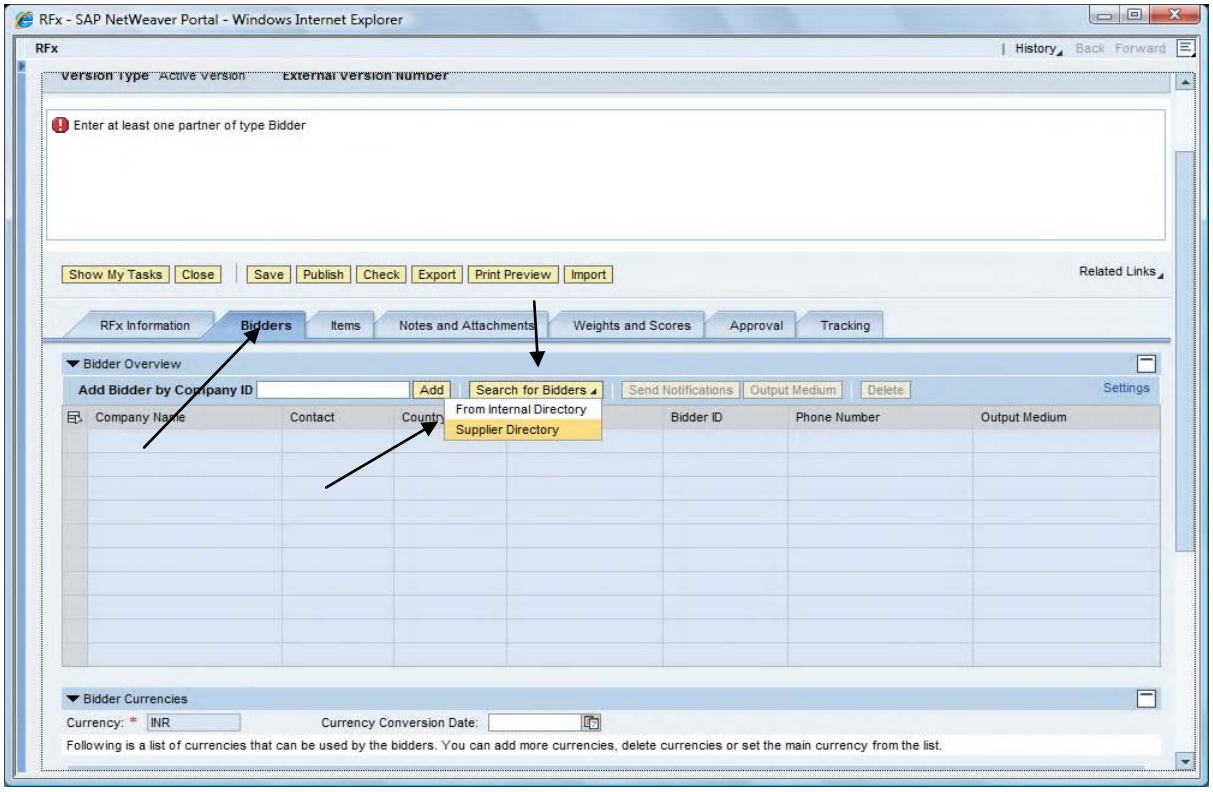
Fill the Bid Start Date, Time & Submission Deadline Date & Time for the Bid Based on your requirement.

Note: Always select Bid Publication type as: Restricted RFx *(for HCL).*

Select – No Price for Technical Bid & Simple Price for Commercial Bid

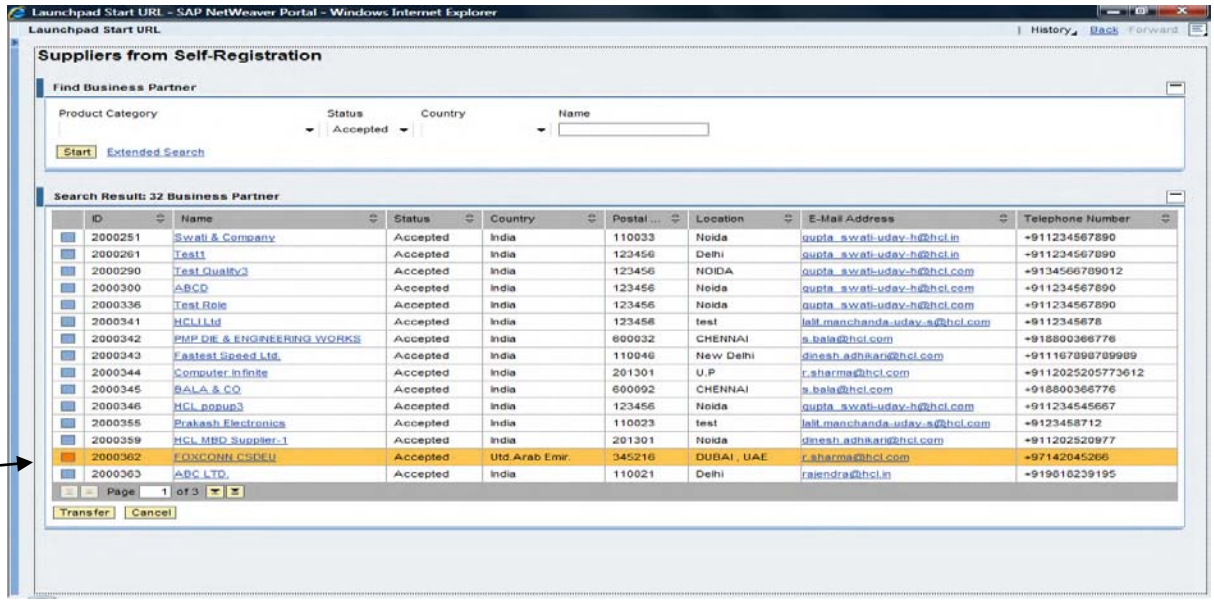
Note : Price with Conditions not Applicable.

5.6 Select the Bidders to be invited for participating in this RFx…

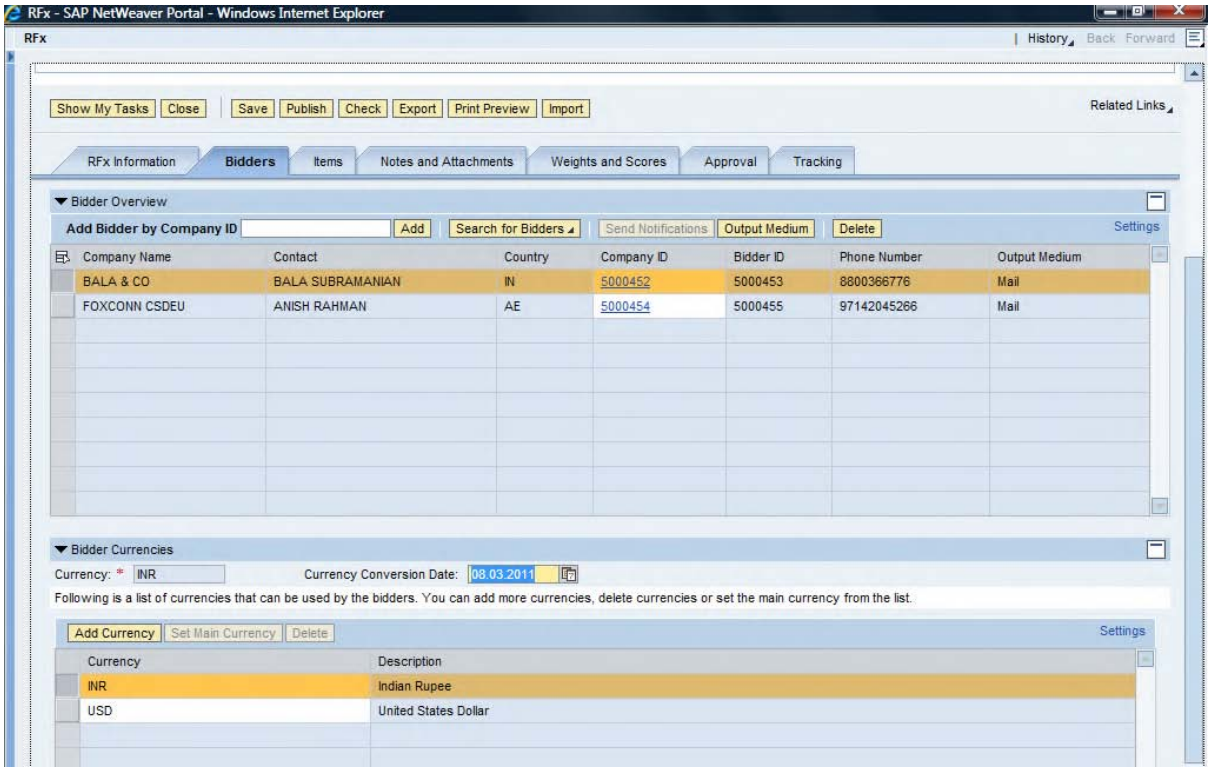


Click the Bidder Tab. Then,click Supplier Directory under Tab:Search for Bidder.option to select the Bidder.

5.7 Select the Bidders and Add the Bidders to the Bid…

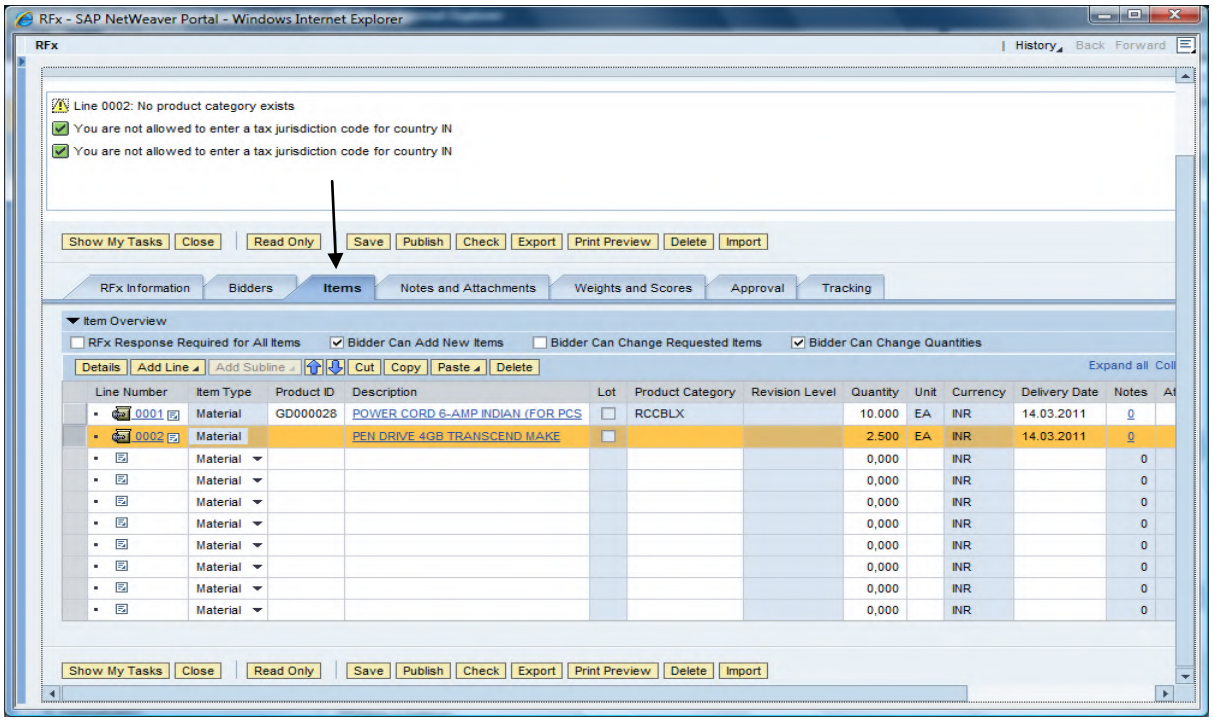

Launchpad Start URL - SAP NetWeaver Portal - Windows Internet Explorer
Launchpad Start URL
History Back Forward
Suppliers from Self-Registration
Find Business Partner
Product Category
Status
Accepted
Country
Name
Start
Extended Search
Search Result: 32 Business Partner
ID
Name
Status
Country
Postal ...
Location
E-Mail Address
Telephone Number
2000251 Swati & Company Accepted India 110033 Noida gupta_swati-uday-h@hcl.in +911234567890
2000261 Test1 Accepted India 123456 Delhi gupta_swati-uday-h@hcl.in +911234567890
2000290 Test Quality3 Accepted India 123456 NOIDA gupta_swati-uday-h@hcl.com +9134566789012
2000300 ABCD Accepted India 123456 Noida gupta_swati-uday-h@hcl.com +911234567890
2000336 Test Role Accepted India 123456 Noida gupta_swati-uday-h@hcl.com +911234567890
2000341 HCLI Ltd Accepted India 123456 test lalit.manchanda-uday-s@hcl.com +9112345678
2000342 PMP DIE & ENGINEERING WORKS Accepted India 600032 CHENNAI s.bala@hcl.com +918800366776
2000343 Fastest Speed Ltd. Accepted India 110046 New Delhi dinesh.adhikari@hcl.com +9111678987899909
2000344 Computer Infinite Accepted India 201301 U.P r.sharma@hcl.com +9112025205773612
2000345 BALA & CO Accepted India 600092 CHENNAI s.bala@hcl.com +918800366776
2000346 HCL popup3 Accepted India 123456 Noida gupta_swati-uday-h@hcl.com +911234545667
2000355 Prakash Electronics Accepted India 110023 test lalit.manchanda-uday-s@hcl.com +9123458712
2000359 HCL MBD Supplier-1 Accepted India 201301 Noida dinesh.adhikari@hcl.com +911202520977
2000362 FOXCONN CSDEU Accepted Utd.Arab Emir. 345216 DUBAI , UAE r.sharma@hcl.com +97142045266
2000363 ABC LTD. Accepted India 110021 Delhi rajendra@hcl.in +919818239195
Page 1 of 3
Transfer
Cancel

5.8 Add Currency under Bidder Currency option ..



Click Add Currency to give the option to supplier to quote (like Eg. USD, SGD, EUR etc). INR set as default currency.

5.9 Then Click Items Tab.



Select the Items you want to add in the Bid/Rfx and update the details of the Item required.
You can choose *Item type as Material, Service or Outline*.

Note:

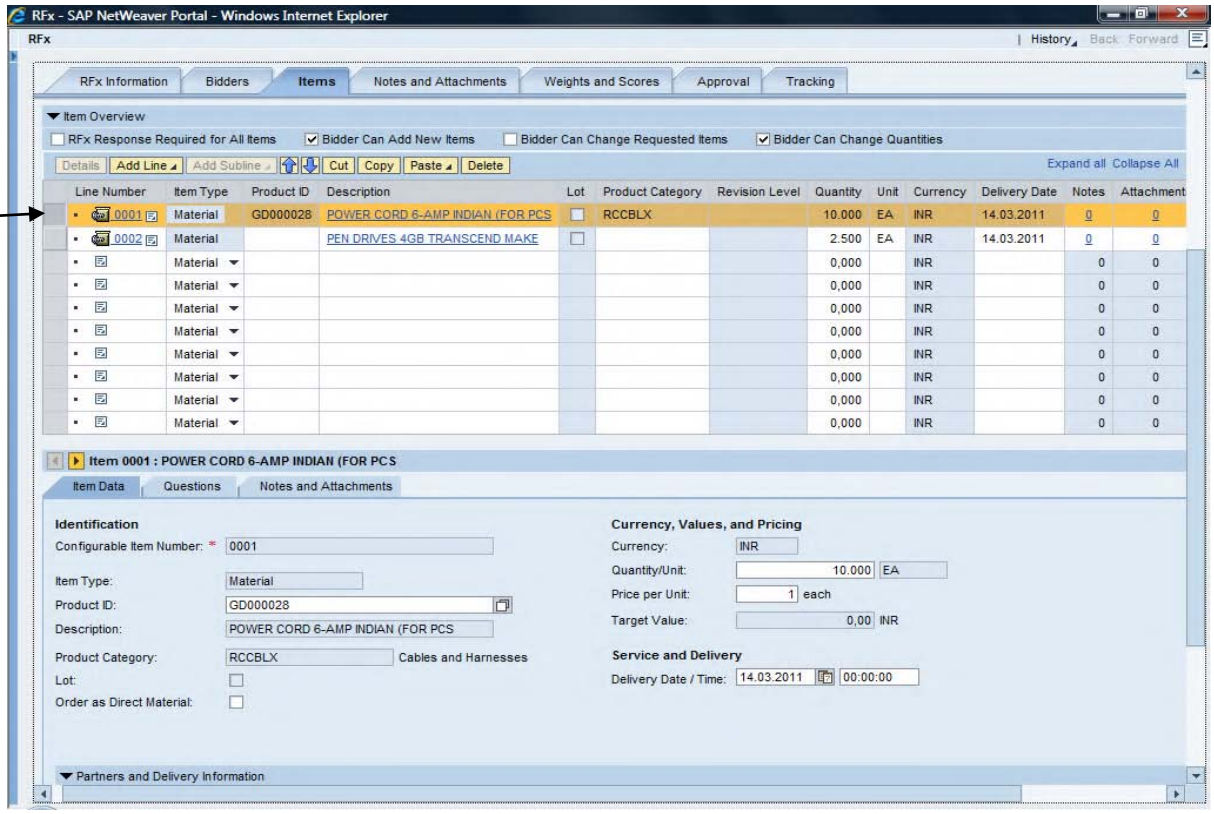
1. If you have the SAP Code you can enter in Product ID Colomn ,*for Item type as Material*.
2. If you don't have the SAP Code just enter the description of the product you need to sent the RFx.

3. You can sent the RFx for Service Category also by selecting the *Item Type as Service*

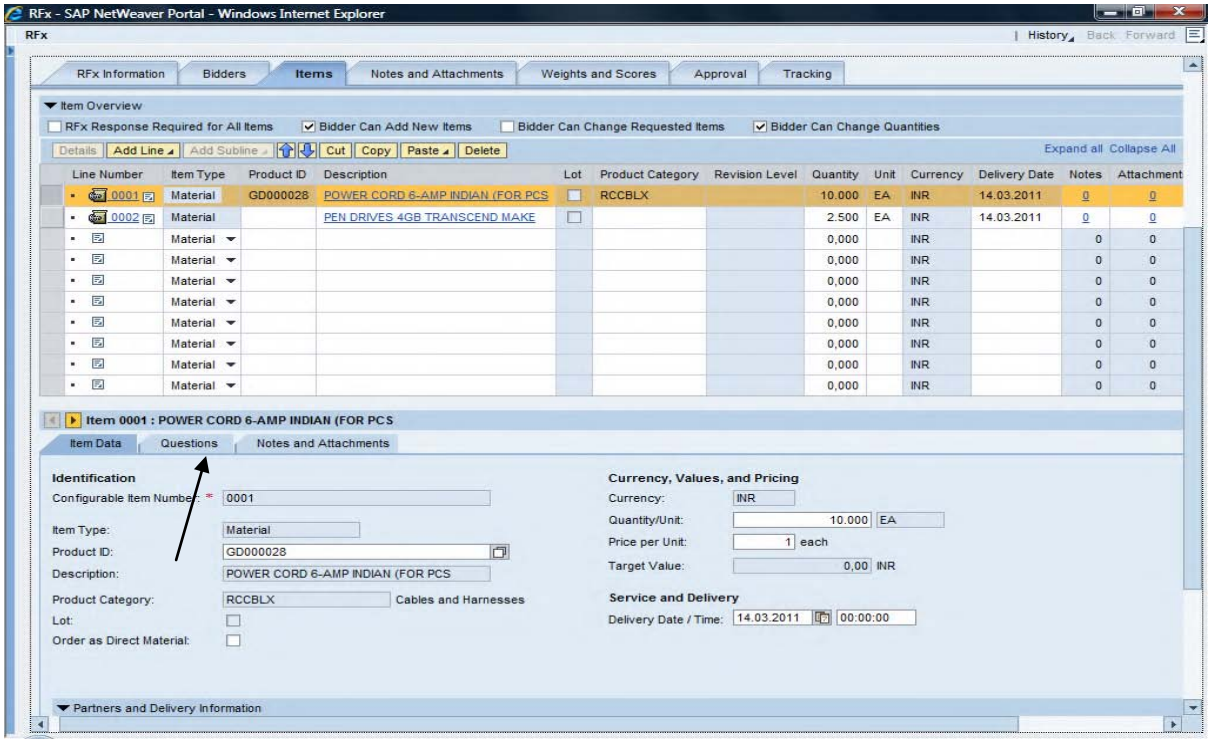
4. You can Bundle both Material, Service by selecting *the Item Type as Outline*
5. Fill the Qty. you require in the RFx.
6. Fill the Unit for the Qty.
7. Currency By Default INR as set, You have a option to get the Rfx Response in Different Currency by selecting different currency in Bidder Tab as Explained earlier.

8. Fill the Delivery date required by you.

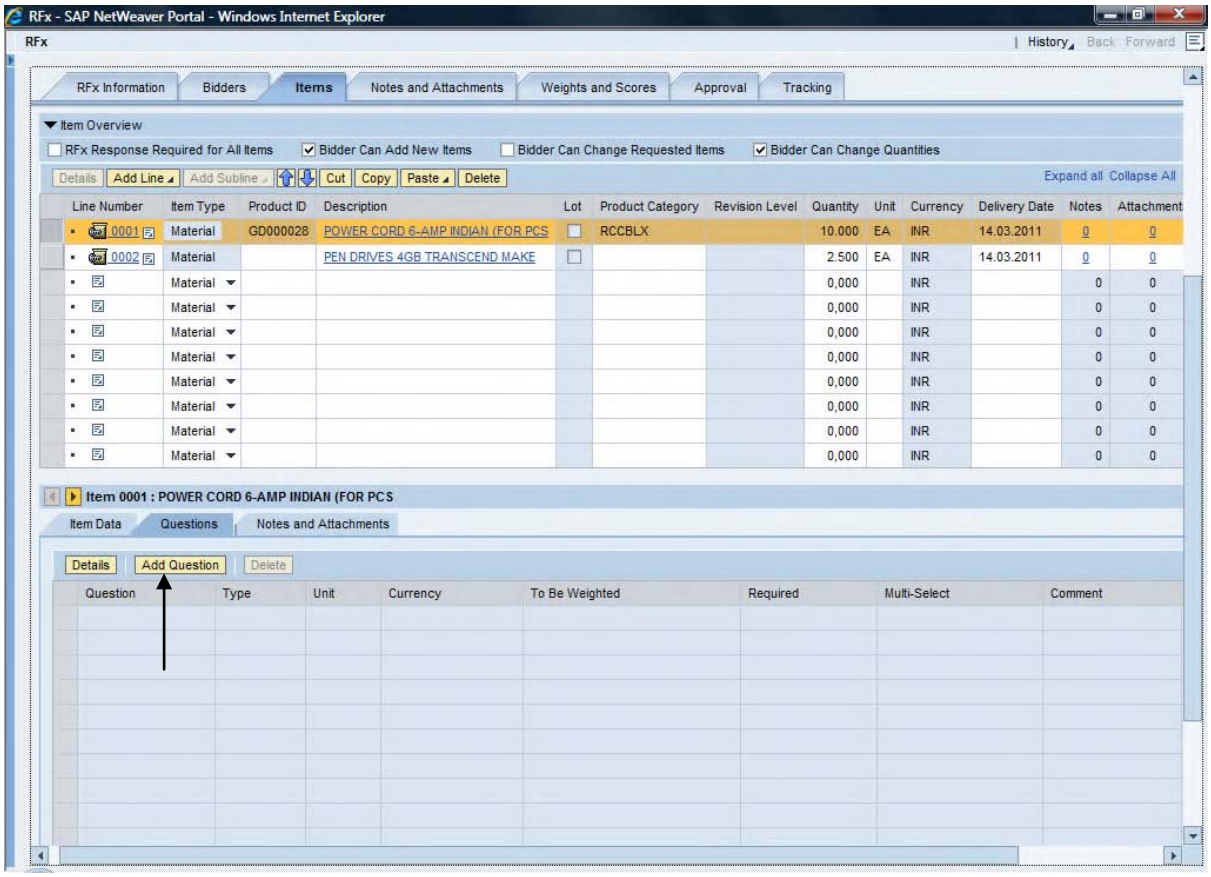
5.10. Select the Line Number to give the attributes for each item



5.11 Click Questions to select the attribute.

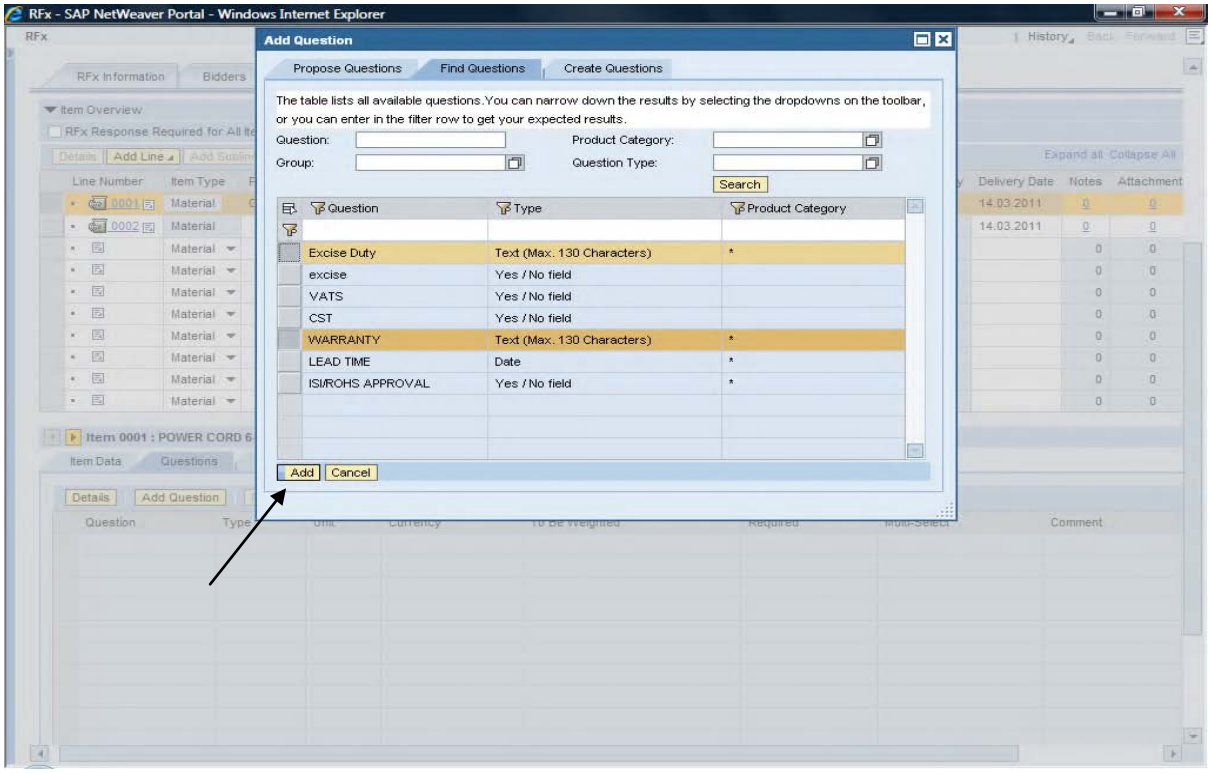


5.12 Add Questions ..



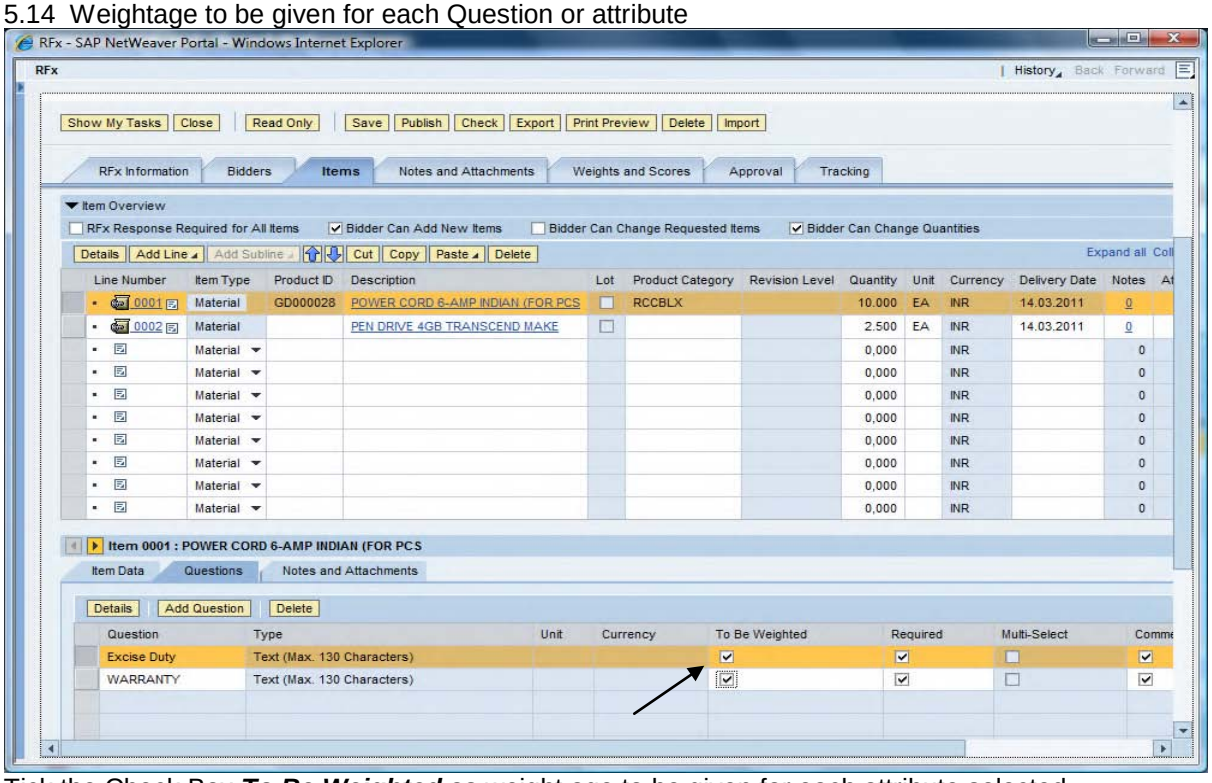
Click Add Question to add the Attribute.

5.13 Add the attributes for each item like Warranty, Excise Duty etc..



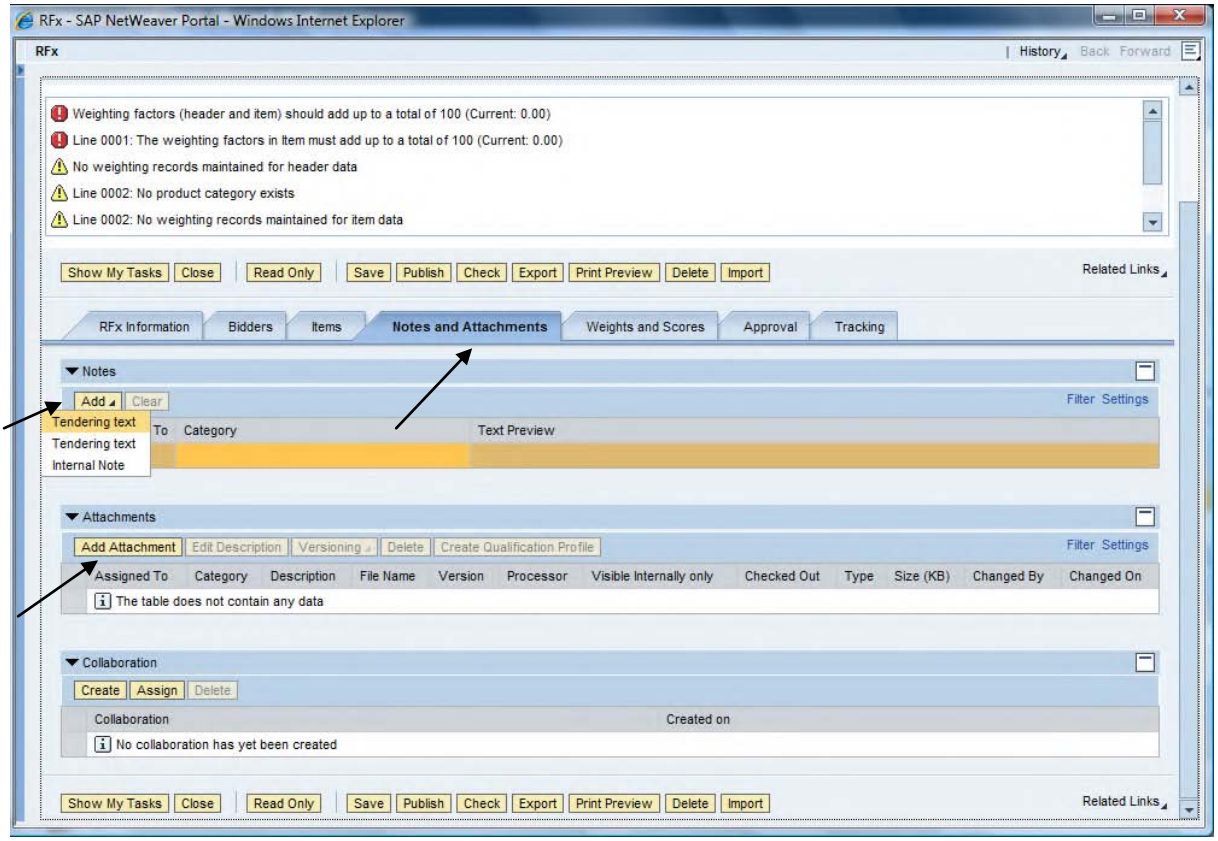
Click Add to Add the Attribute required.

5.14 Weightage to be given for each Question or attribute



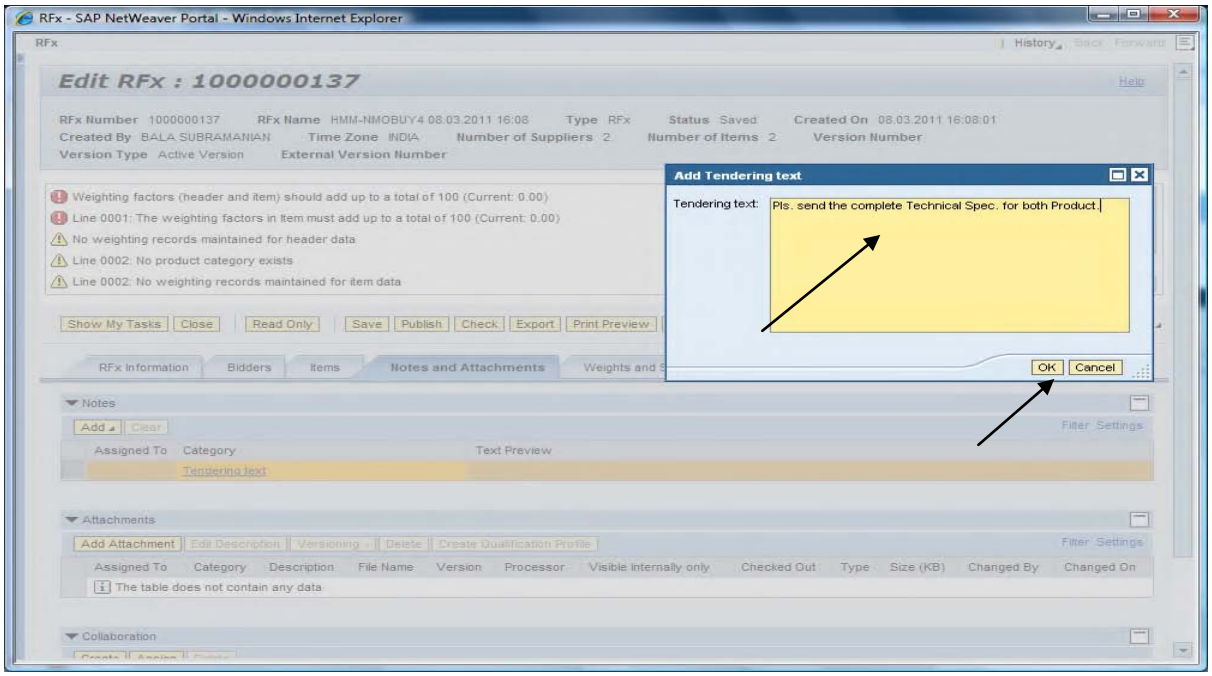
Tick the Check Box ***To Be Weighted*** as weight age to be given for each attribute selected.

5.15 Buyer can attch any Document or add Notes to the Bid/RFx iusing the Notes and attachment option. The Bid Terms and Conditions can be added as attachment.



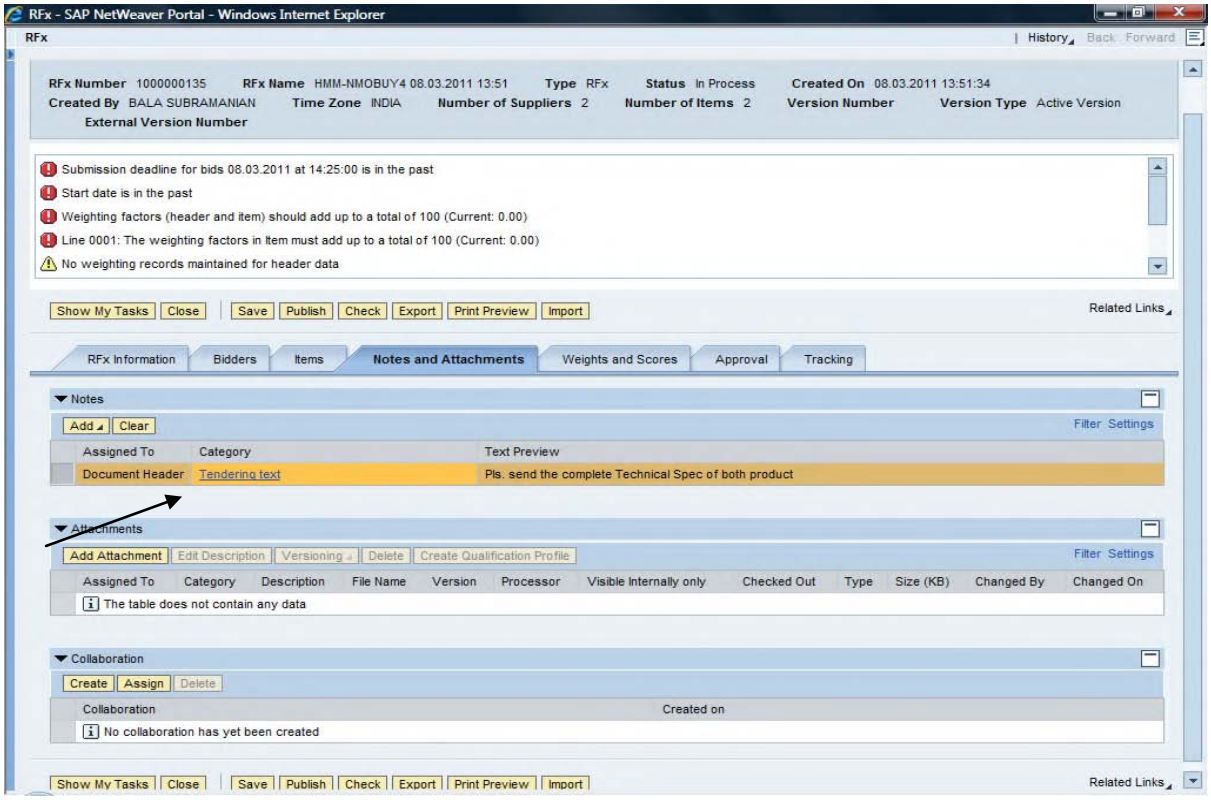
Click Note & Attachments Tab.

5.16 You can add some text in the Notes for the Bidders to view.


RFx - SAP NetWeaver Portal - Windows Internet Explorer
Edit RFx : 1000000137
Add Tendering text
Tendering text:
Pls. send the complete Technical Spec. for both Product.
OK
Cancel

Type the text you need to inform to bidder and Click O.K. on Tendering Text POP-UP screen

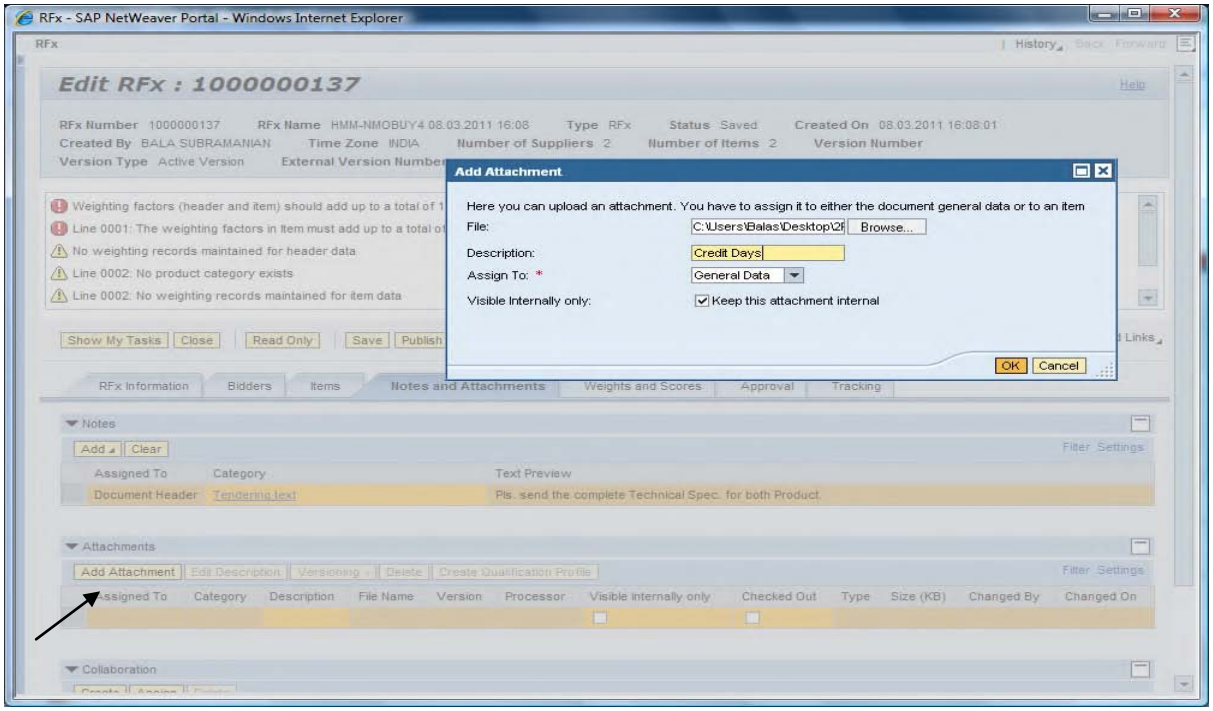
5.17 The Notes are visible under Notes →Assigned to ***Category :Tendering Text***.


RFx - SAP NetWeaver Portal - Windows Internet Explorer
RFx
History Back Forward
RFx Number 1000000135 RFx Name HMM-NMOBUY4 08.03.2011 13:51 Type RFx Status In Process Created On 08.03.2011 13:51:34
Created By BALA SUBRAMANIAN Time Zone INDIA Number of Suppliers 2 Number of Items 2 Version Number Version Type Active Version
External Version Number
Submission deadline for bids 08.03.2011 at 14:25:00 is in the past
Start date is in the past
Weighting factors (header and item) should add up to a total of 100 (Current: 0.00)
Line 0001: The weighting factors in Item must add up to a total of 100 (Current: 0.00)
No weighting records maintained for header data
Show My Tasks Close Save Publish Check Export Print Preview Import
Related Links
RFx Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking
Notes
Add Clear
Filter Settings
Assigned To Category Text Preview
Document Header Tendering text Pls. send the complete Technical Spec of both product
Attachments
Add Attachment Edit Description Versioning Delete Create Qualification Profile
Filter Settings
Assigned To Category Description File Name Version Processor Visible Internally only Checked Out Type Size (KB) Changed By Changed On
The table does not contain any data
Collaboration
Create Assign Delete
Collaboration Created on
No collaboration has yet been created
Show My Tasks Close Save Publish Check Export Print Preview Import
Related Links

The Message is Captured and will be visible to Bidders you have selected.

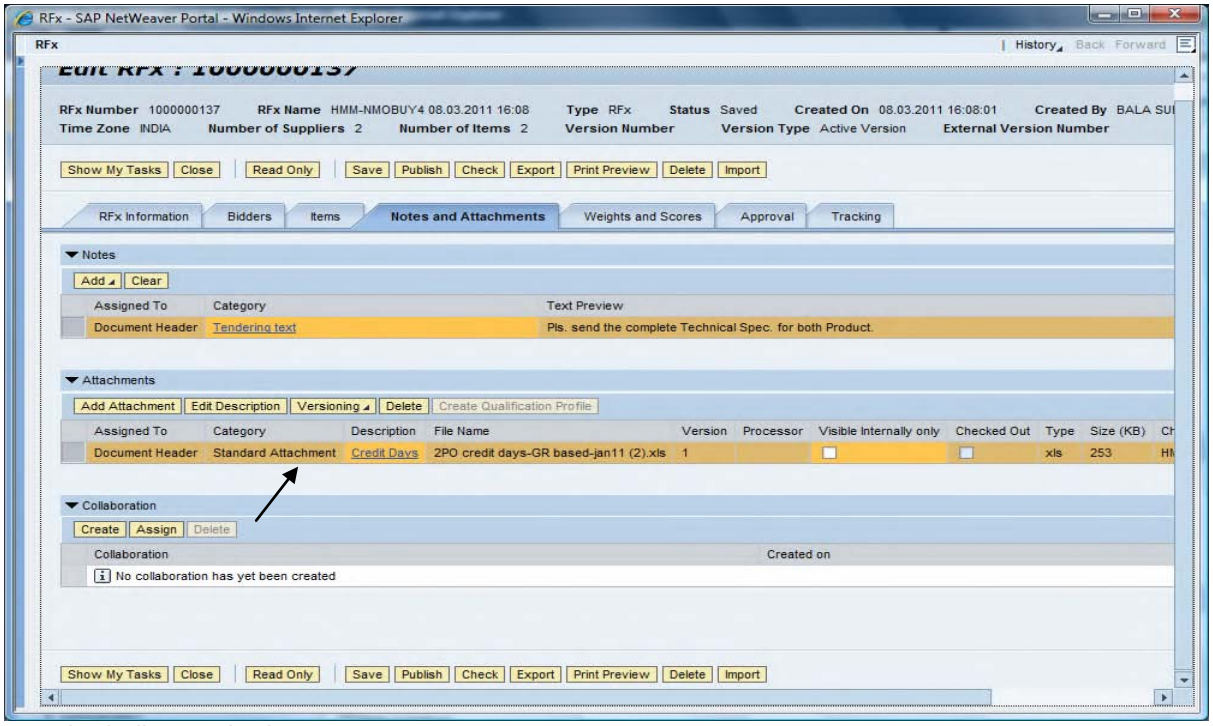
Note : If you tick the ***Check Box Visible Internally Only*** – **Only HCL Buyers can View** or if you ***un- tick the check box,*** the document will be visible to Bidders.

5.18 You can even attach any document pertain to the RFx.



Click Add Attachment → Click Browse → Name the file attached in Description Column and click O.K. to attach the file.

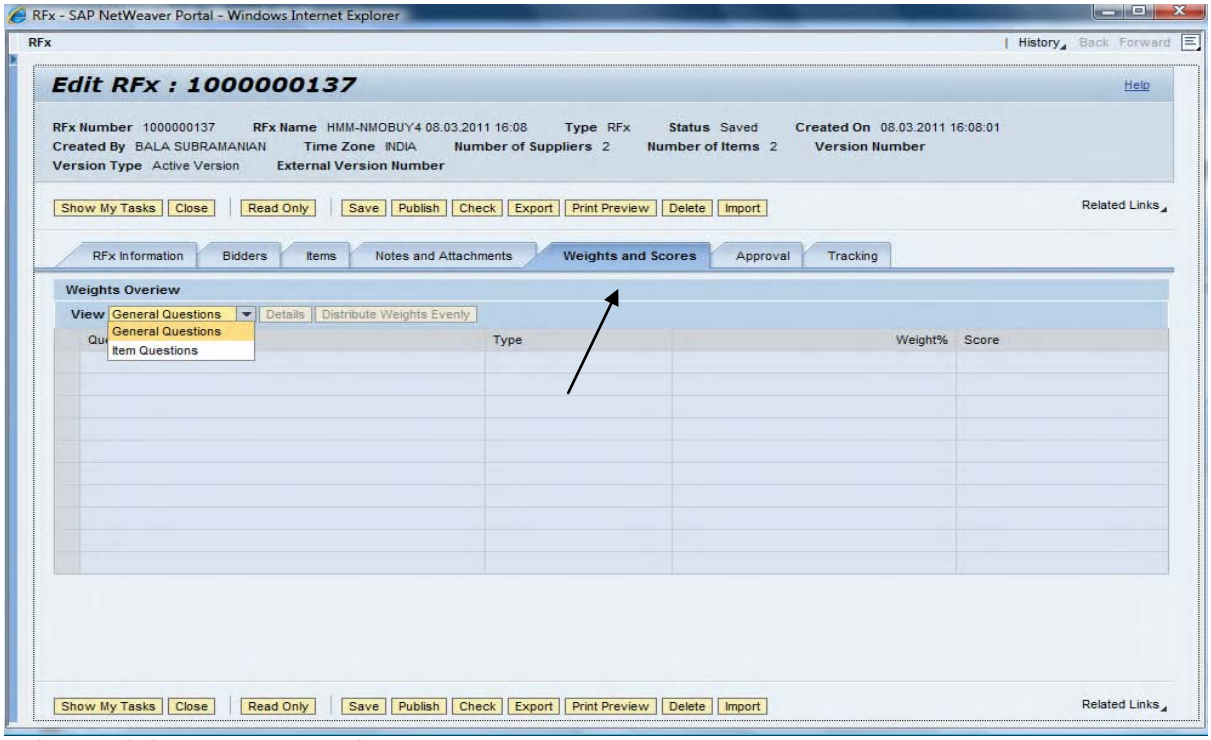
5.19 Document gets attached under ***category :Standard attachment.***


RFx - SAP NetWeaver Portal - Windows Internet Explorer
RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Type RFx Status Saved Created On 08.03.2011 16:08:01
Time Zone INDIA Number of Suppliers 2 Number of Items 2 Version Number Version Type Active Version External Version Number
Show My Tasks Close Read Only Save Publish Check Export Print Preview Delete Import
RFx Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking
Notes
Add Clear
Assigned To Category Text Preview
Document Header Tendering text Pls. send the complete Technical Spec. for both Product.
Attachments
Add Attachment Edit Description Versioning Delete Create Qualification Profile
Assigned To Category Description File Name Version Processor Visible Internally only Checked Out Type Size (KB) Changed By Changed On
Document Header Standard Attachment Credit Days 2PO credit days-GR based-jan11 (2).xls 1 xls 253
Collaboration
Create Assign Delete
Collaboration Created on
No collaboration has yet been created

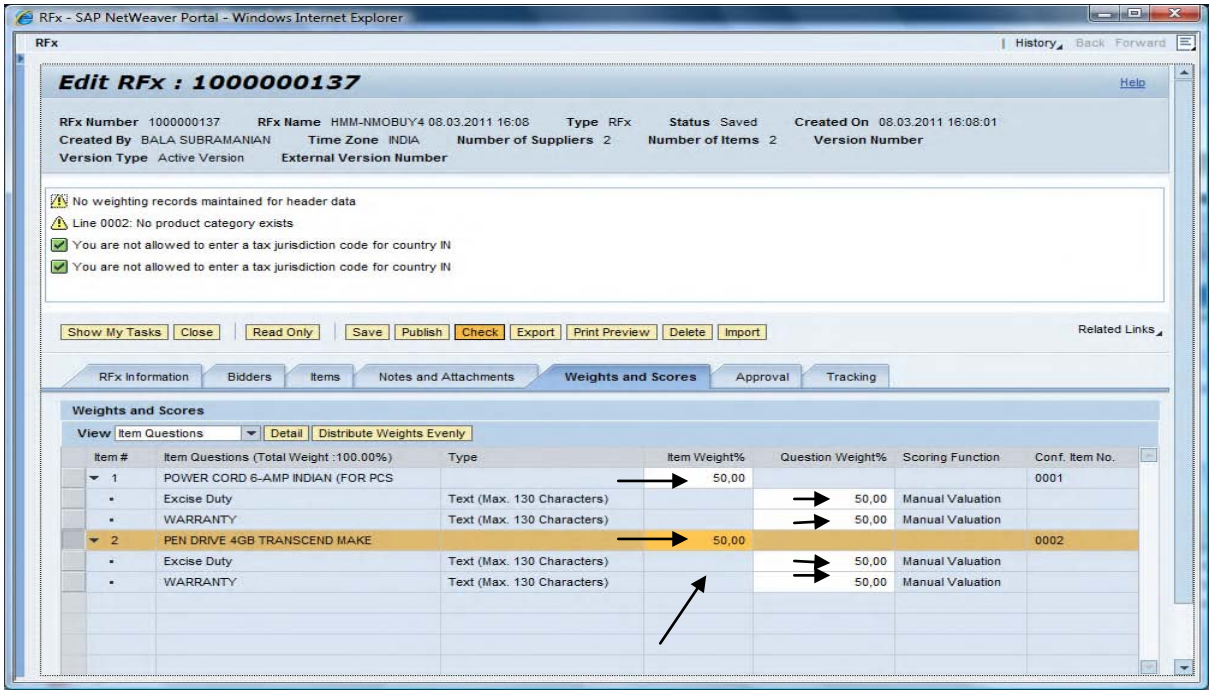
Required File attached.

5.20 Then select **Weights & Scores** option.

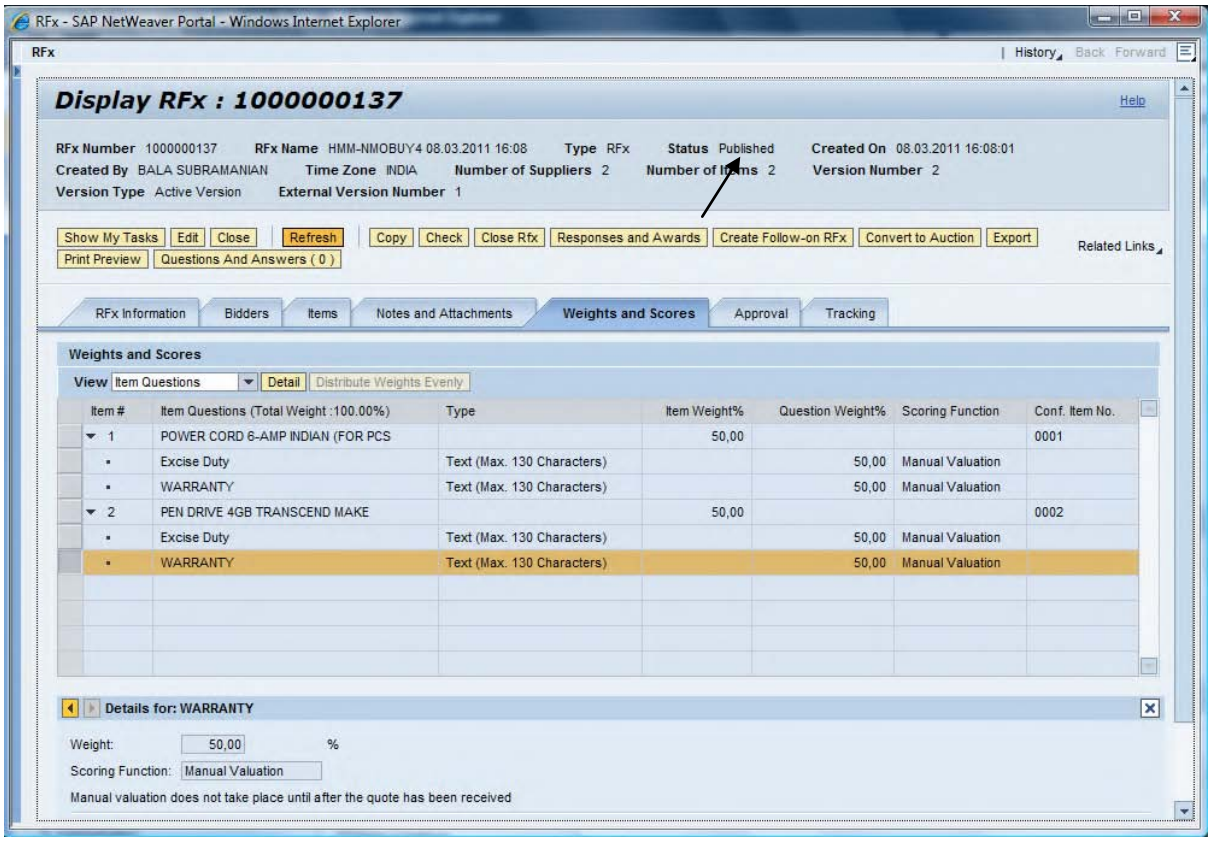
In Weights Overview there are two Questions 1. General Questions 2. Item Questions
1. General Questions to be Selected if Attribute to be given in Header Level
2. Item Questions to be Selected if attribute to be given in Item Level


RFx - SAP NetWeaver Portal - Windows Internet Explorer
RFx
History Back Forward
Edit RFx : 1000000137
Help
RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Type RFx Status Saved Created On 08.03.2011 16:08:01
Created By BALA SUBRAMANIAN Time Zone INDIA Number of Suppliers 2 Number of Items 2 Version Number
Version Type Active Version External Version Number
Show My Tasks Close Read Only Save Publish Check Export Print Preview Delete Import
Related Links
RFx Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking
Weights Overiew
View General Questions Details Distribute Weights Evenly
General Questions
Item Questions
Type Weight% Score
Select **Weights & Scores** option

5.21 Update Weightage for the attributes filled.


RFx - SAP NetWeaver Portal - Windows Internet Explorer
RFx
History Back Forward
Edit RFx : 1000000137
Help
RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Type RFx Status Saved Created On 08.03.2011 16:08:01
Created By BALA SUBRAMANIAN Time Zone INDIA Number of Suppliers 2 Number of Items 2 Version Number
Version Type Active Version External Version Number
No weighting records maintained for header data
Line 0002: No product category exists
You are not allowed to enter a tax jurisdiction code for country IN
You are not allowed to enter a tax jurisdiction code for country IN
Show My Tasks Close Read Only Save Publish Check Export Print Preview Delete Import
Related Links
RFx Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking
Weights and Scores
View Item Questions Detail Distribute Weights Evenly
Item # Item Questions (Total Weight :100.00%) Type Item Weight% Question Weight% Scoring Function Conf. Item No.
1 POWER CORD 6-AMP INDIAN (FOR PCS 50,00 0001
Excise Duty Text (Max. 130 Characters) 50,00 Manual Valuation
WARRANTY Text (Max. 130 Characters) 50,00 Manual Valuation
2 PEN DRIVE 4GB TRANSCEND MAKE 50,00 0002
Excise Duty Text (Max. 130 Characters) 50,00 Manual Valuation
WARRANTY Text (Max. 130 Characters) 50,00 Manual Valuation
Note : The Weight total should be 100 for both Item Question Weight% & General Question Weight%.

5.**22** Save the RFx. Then, Publish the RFx to the Selected Bidders


RFx - SAP NetWeaver Portal - Windows Internet Explorer
RFx
History Back Forward
Display RFx : 1000000137
Help
RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Type RFx Status Published Created On 08.03.2011 16:08:01
Created By BALA SUBRAMANIAN Time Zone INDIA Number of Suppliers 2 Number of Items 2 Version Number 2
Version Type Active Version External Version Number 1
Show My Tasks Edit Close Refresh Copy Check Close Rfx Responses and Awards Create Follow-on RFx Convert to Auction Export
Print Preview Questions And Answers (0)
Related Links
RFx Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking
Weights and Scores
View Item Questions Detail Distribute Weights Evenly
Item # Item Questions (Total Weight :100.00%) Type Item Weight% Question Weight% Scoring Function Conf. Item No.
1 POWER CORD 6-AMP INDIAN (FOR PCS 50,00 0001
Excise Duty Text (Max. 130 Characters) 50,00 Manual Valuation
WARRANTY Text (Max. 130 Characters) 50,00 Manual Valuation
2 PEN DRIVE 4GB TRANSCEND MAKE 50,00 0002
Excise Duty Text (Max. 130 Characters) 50,00 Manual Valuation
WARRANTY Text (Max. 130 Characters) 50,00 Manual Valuation
Details for: WARRANTY
Weight: 50,00 %
Scoring Function: Manual Valuation
Manual valuation does not take place until after the quote has been received

The RFx status changes from Saved to Published.
e.g RFx 1000000137 Published to bidder.

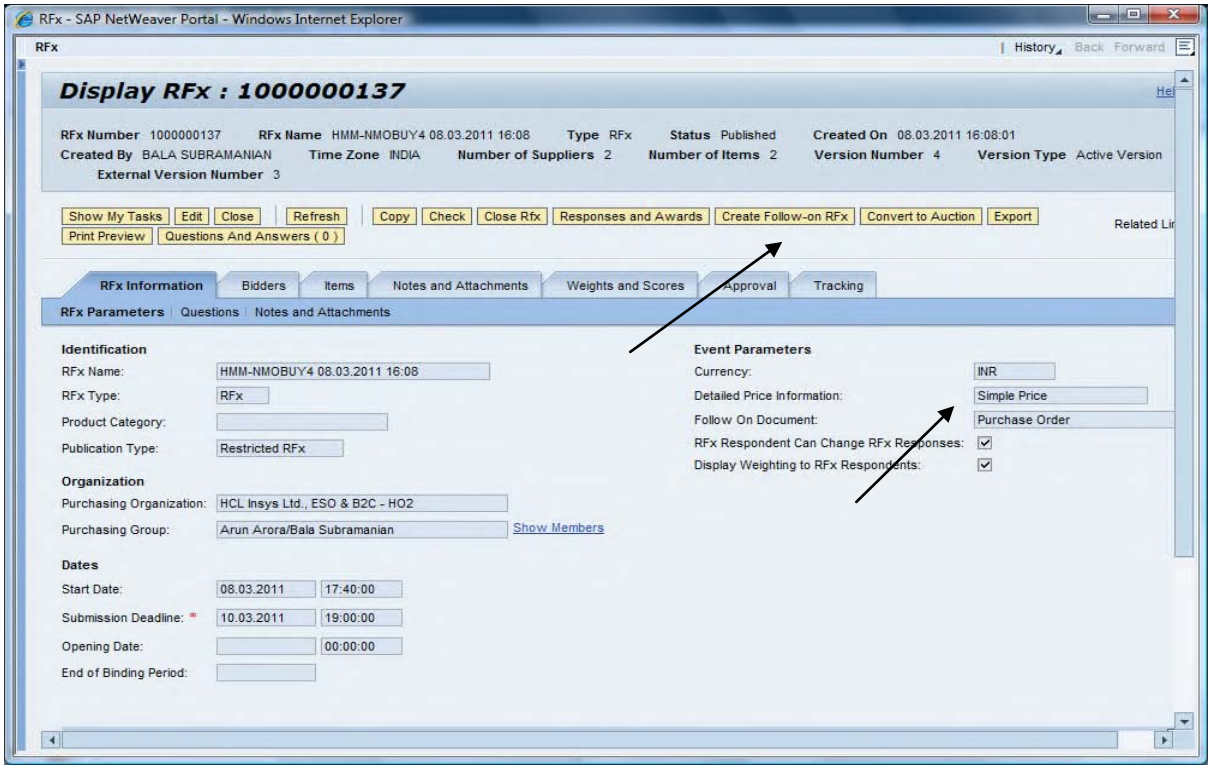
5.23 An e-mail will be sent to Supplier Contact Person for the Published RFx in auto mode with the RFx details and URL.

Now the bidders can view the RFx by accessing HCL Supplier Portal with the User ID & Password provided to them and send their responses to the Bid.

Commercial Bidding

5.24 Once technical Bidding is done and responses of Bidders are reviewed, Commercial Bid is to be created by the Buyer with reference to the Technical Bid using option ***Create Follow –on RFx***.

The Commercial Bid remains the same as the Technical Bid with only change:
In RFx Information → ***Detailed Price Information*** to be set as : ***SIMPLE PRICE***.

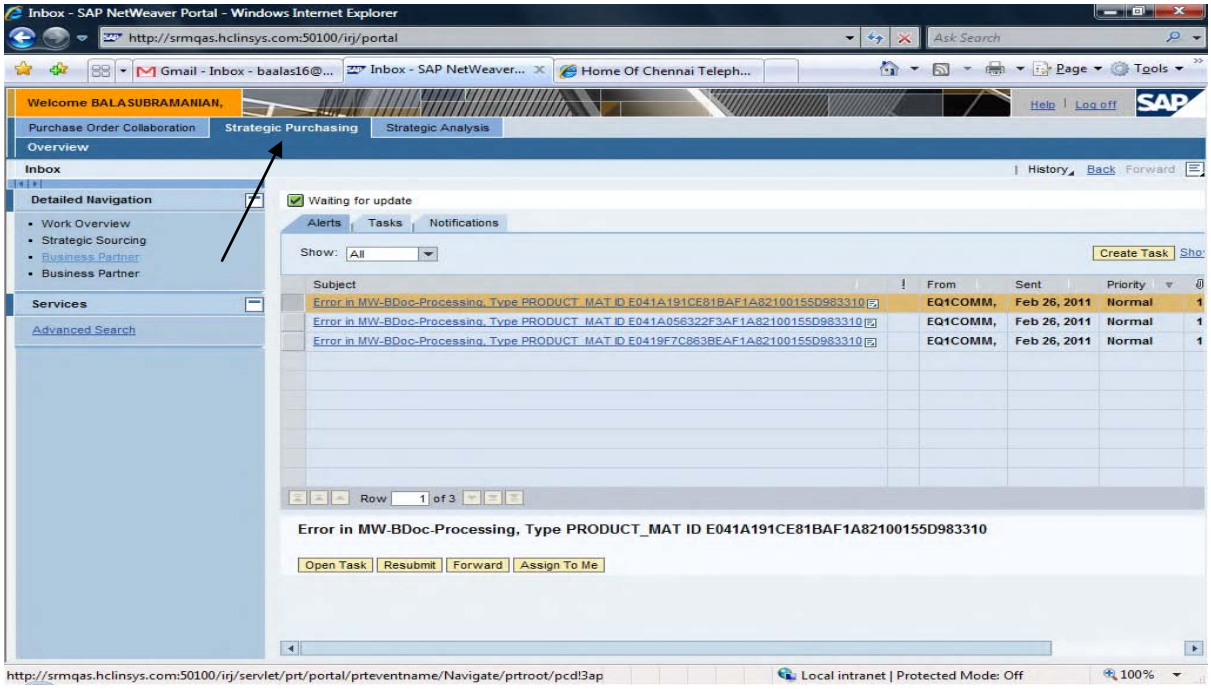

RFx - SAP NetWeaver Portal - Windows Internet Explorer
RFx
History Back Forward
Display RFx : 1000000137
RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Type RFx Status Published Created On 08.03.2011 16:08:01
Created By BALA SUBRAMANIAN Time Zone INDIA Number of Suppliers 2 Number of Items 2 Version Number 4 Version Type Active Version
External Version Number 3
Show My Tasks Edit Close Refresh Copy Check Close Rfx Responses and Awards Create Follow-on RFx Convert to Auction Export
Print Preview Questions And Answers (0)
RFx Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking
RFx Parameters Questions Notes and Attachments
Identification
RFx Name: HMM-NMOBUY4 08.03.2011 16:08
RFx Type: RFx
Product Category:
Publication Type: Restricted RFx
Organization
Purchasing Organization: HCL Insys Ltd., ESO & B2C - HO2
Purchasing Group: Arun Arora/Bala Subramanian Show Members
Dates
Start Date: 08.03.2011 17:40:00
Submission Deadline: 10.03.2011 19:00:00
Opening Date: 00:00:00
End of Binding Period:
Event Parameters
Currency: INR
Detailed Price Information: Simple Price
Follow On Document: Purchase Order
RFx Respondent Can Change RFx Responses:
Display Weighting to RFx Respondents:

Then Publish the RFx again for getting Bidders responses.

b) Review of Supplier's Bid/RFx Response by the Buyer

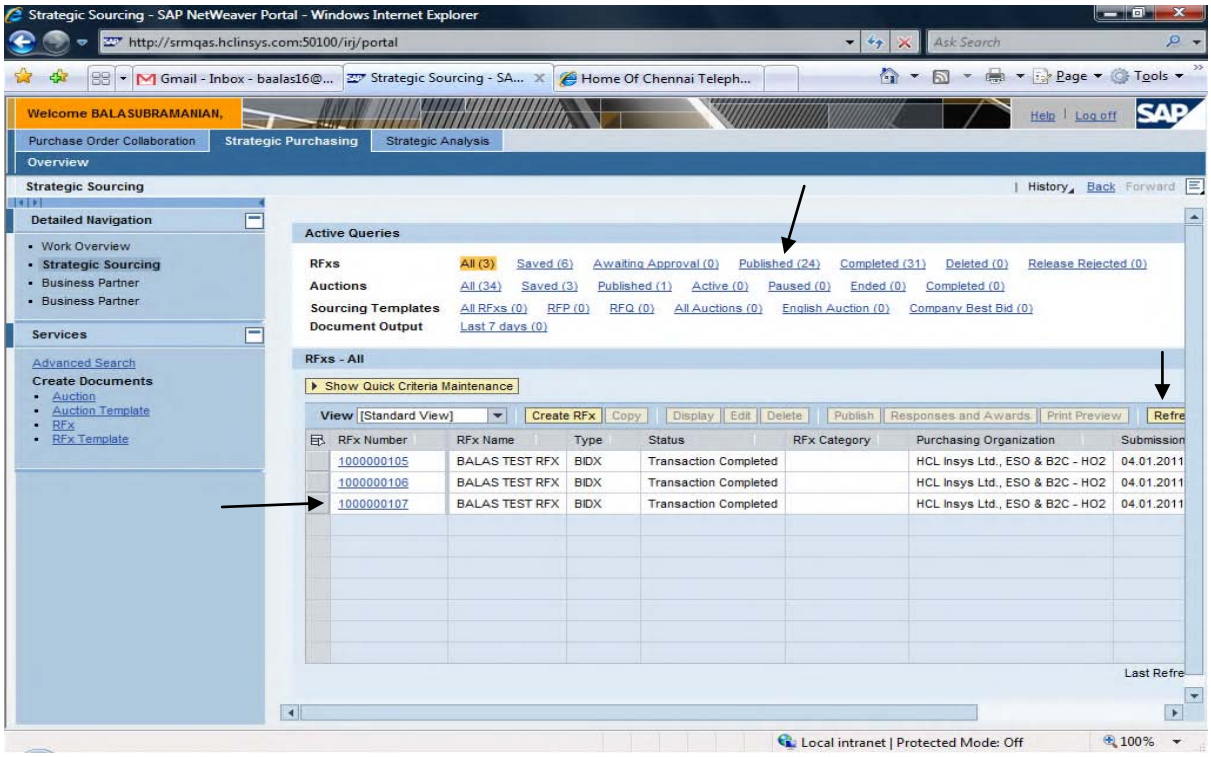
(This Activity is carried out by the Buyer)

5.25 Buyer will review the RFx Response received from Supplier.



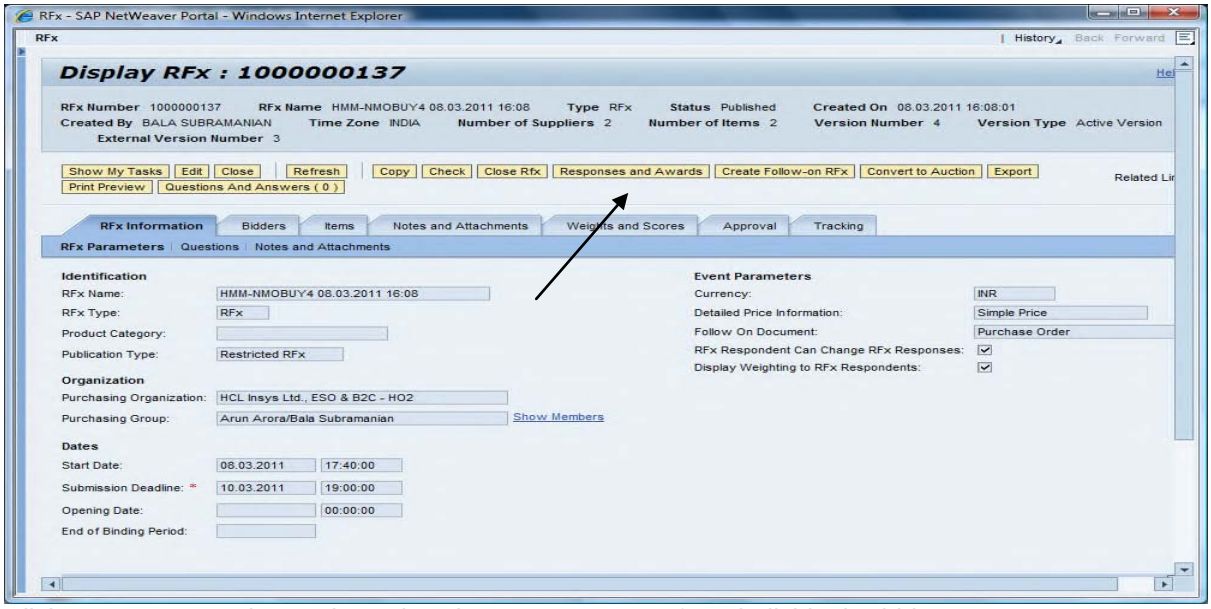
Click Strategic Sourcing.

5.26 Go to Published RFx and Refresh the screen.



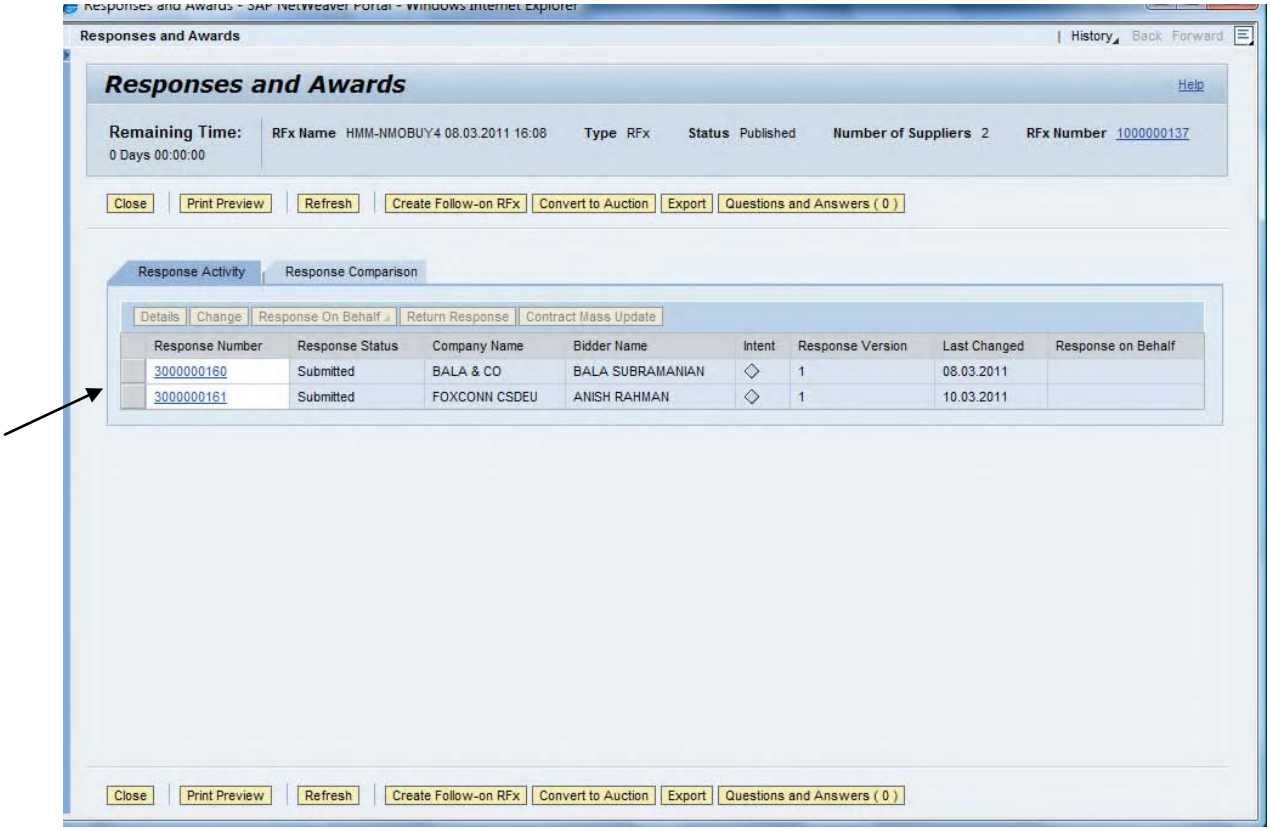
Click Published in RFx Row and Click Refresh Button and go down to select the Particular RFx No.

5.27 Select the Required RFx no. to review the RFx Response from Supplier.


RFx - SAP NetWeaver Portal - Windows Internet Explorer
Display RFx : 1000000137
RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Type RFx Status Published Created On 08.03.2011 16:08:01
Created By BALA SUBRAMANIAN Time Zone INDIA Number of Suppliers 2 Number of Items 2 Version Number 4 Version Type Active Version
External Version Number 3
Show My Tasks Edit Close Refresh Copy Check Close Rfx Responses and Awards Create Follow-on RFx Convert to Auction Export
Print Preview Questions And Answers (0)
RFx Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking
RFx Parameters Questions Notes and Attachments
Identification
RFx Name: HMM-NMOBUY4 08.03.2011 16:08
RFx Type: RFx
Product Category:
Publication Type: Restricted RFx
Organization
Purchasing Organization: HCL Insys Ltd., ESO & B2C - HO2
Purchasing Group: Arun Arora/Bala Subramanian Show Members
Dates
Start Date: 08.03.2011 17:40:00
Submission Deadline: 10.03.2011 19:00:00
Opening Date: 00:00:00
End of Binding Period:
Event Parameters
Currency: INR
Detailed Price Information: Simple Price
Follow On Document: Purchase Order
RFx Respondent Can Change RFx Responses:
Display Weighting to RFx Respondents:

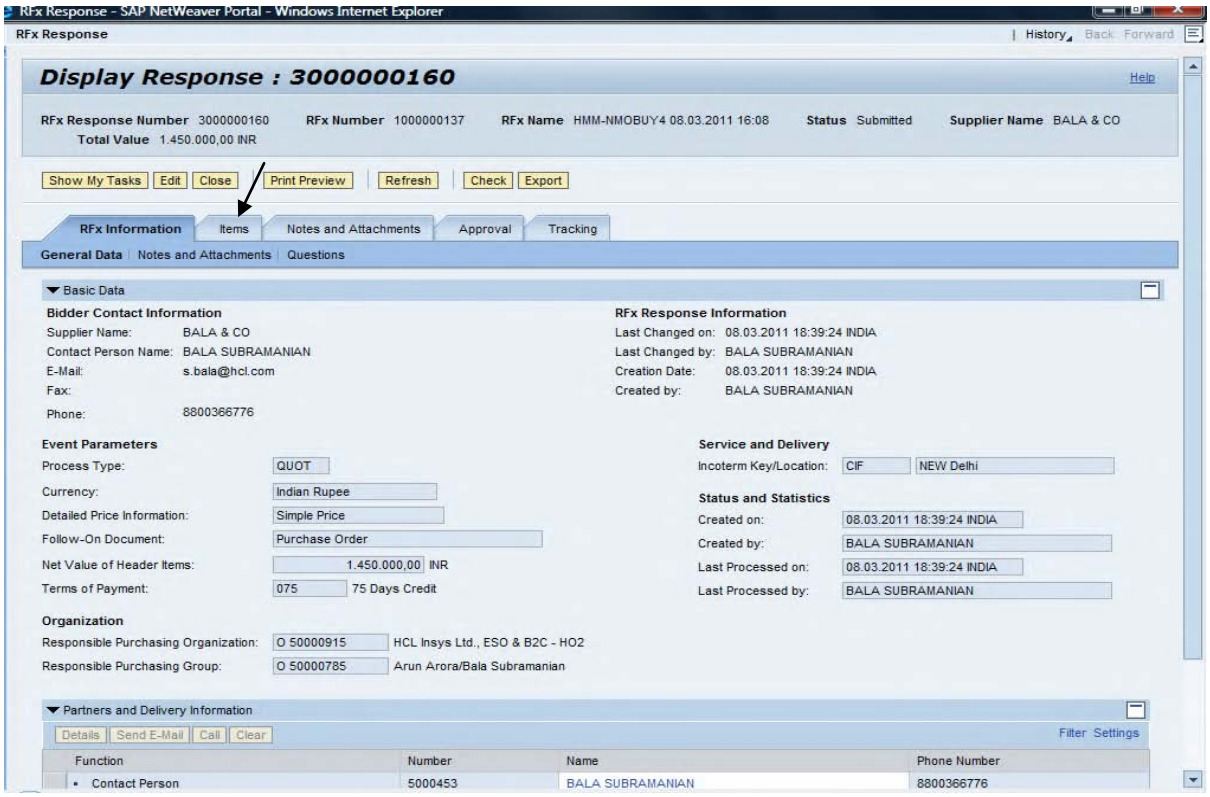
Click Responses and Awards to view the RFx Response from individual Bidder.

5.28 Select the desired RFx to review the Responses of the Bidders.


Responses and Awards
Responses and Awards
Remaining Time: 0 Days 00:00:00
RFx Name HMM-NMOBUY4 08.03.2011 16:08 Type RFx Status Published Number of Suppliers 2 RFx Number 1000000137
Close Print Preview Refresh Create Follow-on RFx Convert to Auction Export Questions and Answers (0)
Response Activity Response Comparison
Details Change Response On Behalf Return Response Contract Mass Update
Response Number Response Status Company Name Bidder Name Intent Response Version Last Changed Response on Behalf
3000000160 Submitted BALA & CO BALA SUBRAMANIAN 1 08.03.2011
3000000161 Submitted FOXCONN CSDEU ANISH RAHMAN 1 10.03.2011
Close Print Preview Refresh Create Follow-on RFx Convert to Auction Export Questions and Answers (0)

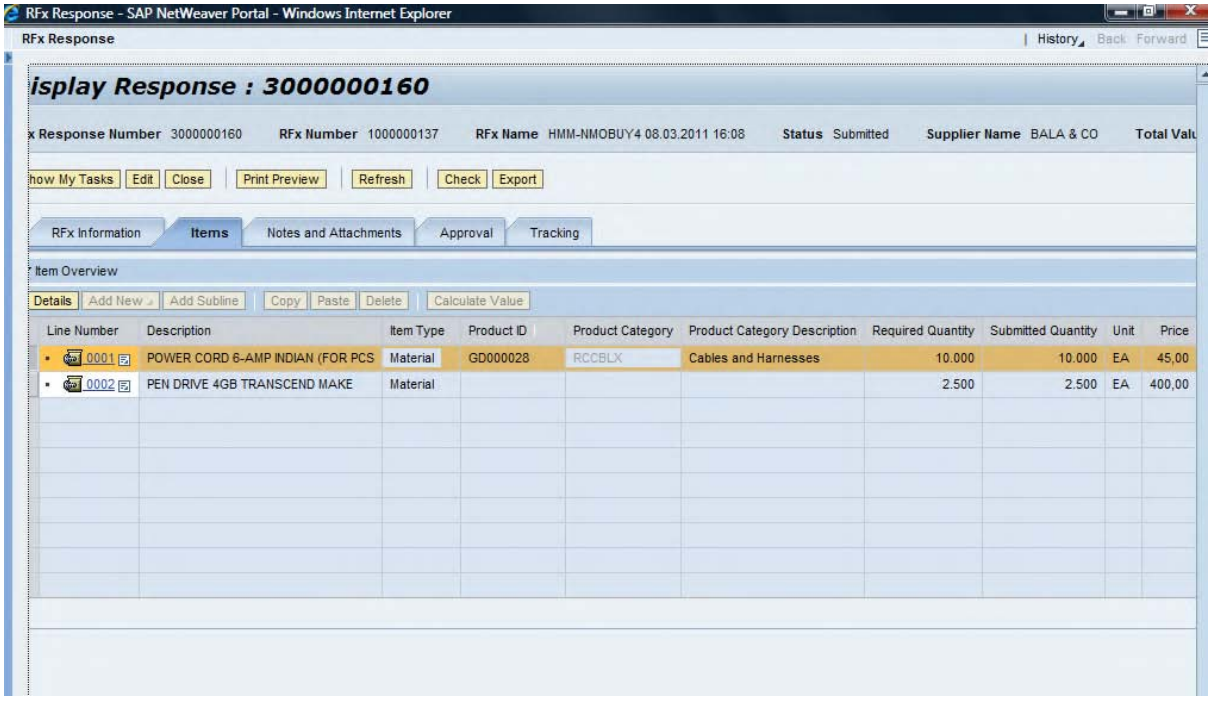
There are two response from bidder, Click the Response No. to view the details

5.29 Review the responses.

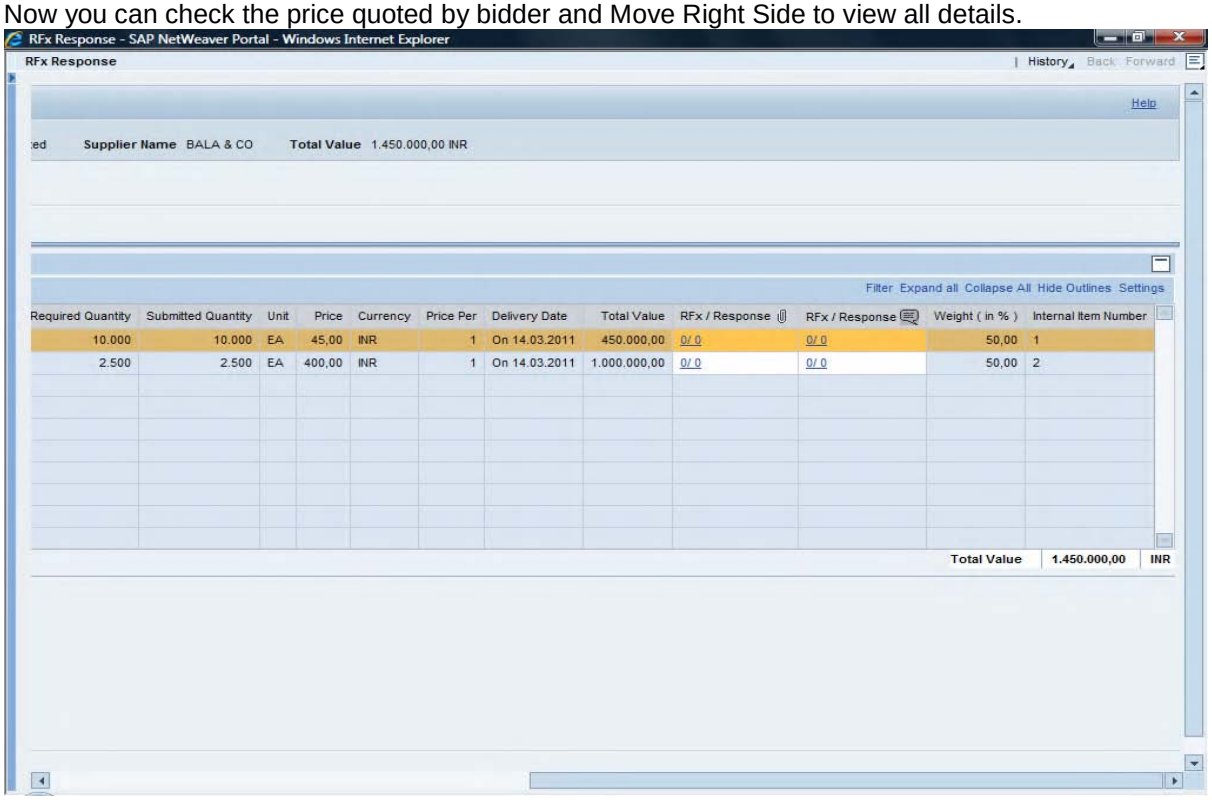

RFx Response - SAP NetWeaver Portal - Windows Internet Explorer
RFx Response
History Back Forward
Display Response : 3000000160
Help
RFx Response Number 3000000160 RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Status Submitted Supplier Name BALA & CO
Total Value 1.450.000,00 INR
Show My Tasks Edit Close Print Preview Refresh Check Export
RFx Information Items Notes and Attachments Approval Tracking
General Data Notes and Attachments Questions
Basic Data
Bidder Contact Information
Supplier Name: BALA & CO
Contact Person Name: BALA SUBRAMANIAN
E-Mail: s.bala@hcl.com
Fax:
Phone: 8800366776
RFx Response Information
Last Changed on: 08.03.2011 18:39:24 INDIA
Last Changed by: BALA SUBRAMANIAN
Creation Date: 08.03.2011 18:39:24 INDIA
Created by: BALA SUBRAMANIAN
Event Parameters
Process Type: QUOT
Currency: Indian Rupee
Detailed Price Information: Simple Price
Follow-On Document: Purchase Order
Net Value of Header Items: 1.450.000,00 INR
Terms of Payment: 075 75 Days Credit
Service and Delivery
Incoterm Key/Location: CIF NEW Delhi
Status and Statistics
Created on: 08.03.2011 18:39:24 INDIA
Created by: BALA SUBRAMANIAN
Last Processed on: 08.03.2011 18:39:24 INDIA
Last Processed by: BALA SUBRAMANIAN
Organization
Responsible Purchasing Organization: O 50000915 HCL Insys Ltd., ESO & B2C - HO2
Responsible Purchasing Group: O 50000785 Arun Arora/Bala Subramanian
Partners and Delivery Information
Details Send E-Mail Call Clear
Filter Settings
Function Number Name Phone Number
Contact Person 5000453 BALA SUBRAMANIAN 8800366776

Click Items to view the Price Quoted.

5.30 View the Item level details in the Response

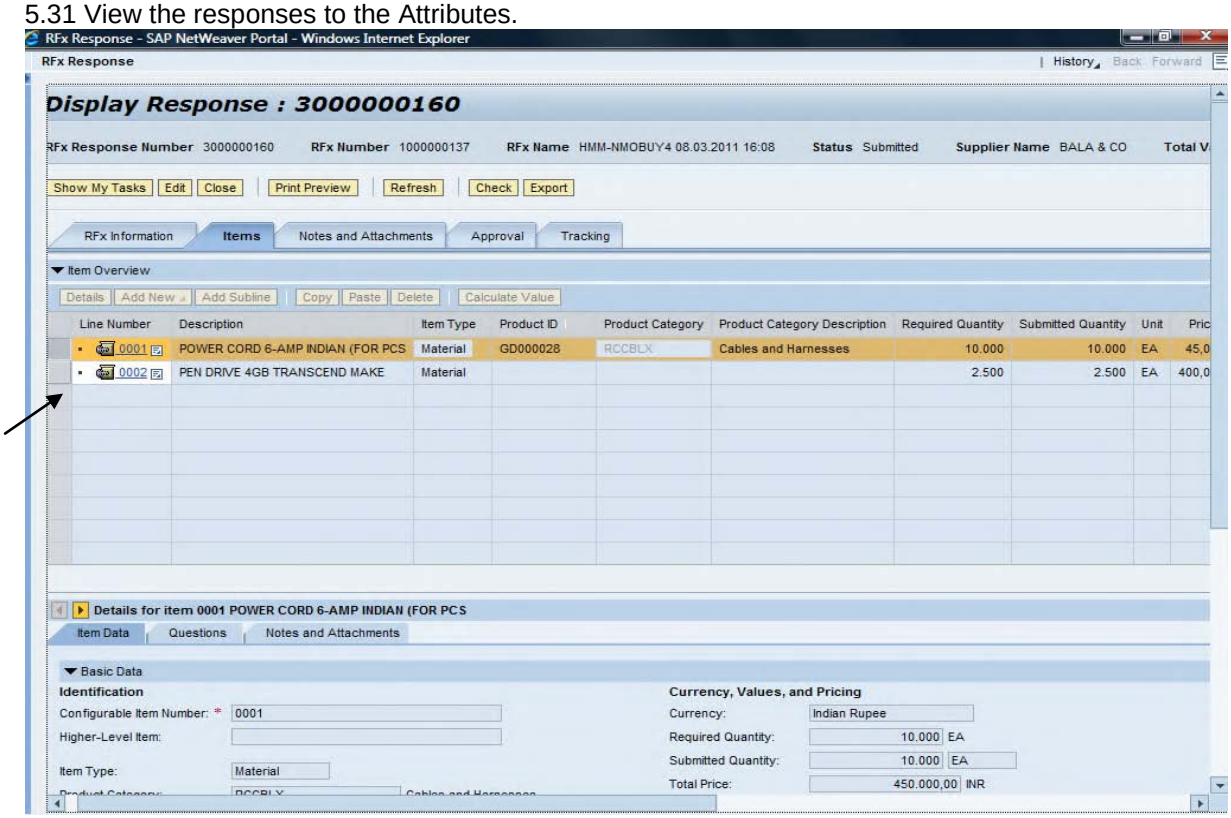

RFx Response - SAP NetWeaver Portal - Windows Internet Explorer
RFx Response
History Back Forward
isplay Response : 3000000160
x Response Number 3000000160 RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Status Submitted Supplier Name BALA & CO Total Valu
how My Tasks Edit Close Print Preview Refresh Check Export
RFx Information Items Notes and Attachments Approval Tracking
Item Overview
Details Add New Add Subline Copy Paste Delete Calculate Value
Line Number Description Item Type Product ID Product Category Product Category Description Required Quantity Submitted Quantity Unit Price
0001 POWER CORD 6-AMP INDIAN (FOR PCS Material GD000028 RCCBLX Cables and Harnesses 10.000 10.000 EA 45,00
0002 PEN DRIVE 4GB TRANSCEND MAKE Material 2.500 2.500 EA 400,00

Now you can check the price quoted by bidder and Move Right Side to view all details.


RFx Response - SAP NetWeaver Portal - Windows Internet Explorer
RFx Response
History Back Forward
Help
ed Supplier Name BALA & CO Total Value 1.450.000,00 INR
Filter Expand all Collapse All Hide Outlines Settings
Required Quantity Submitted Quantity Unit Price Currency Price Per Delivery Date Total Value RFx / Response RFx / Response Weight (in %) Internal Item Number
10.000 10.000 EA 45,00 INR 1 On 14.03.2011 450.000,00 0/ 0 0/ 0 50,00 1
2.500 2.500 EA 400,00 INR 1 On 14.03.2011 1.000.000,00 0/ 0 0/ 0 50,00 2
Total Value 1.450.000,00 INR

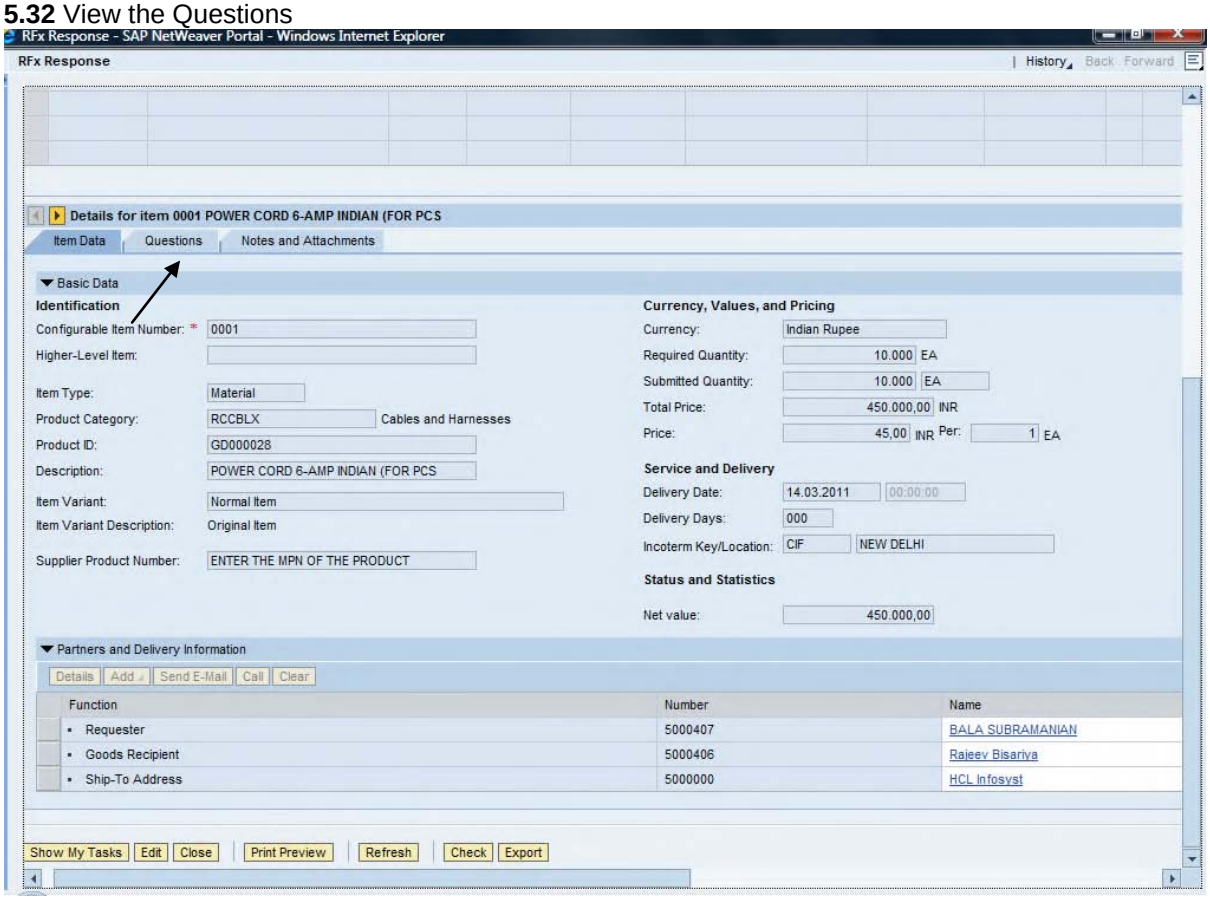
The Extreme right of Item Tab Screen.

5.31 View the responses to the Attributes.



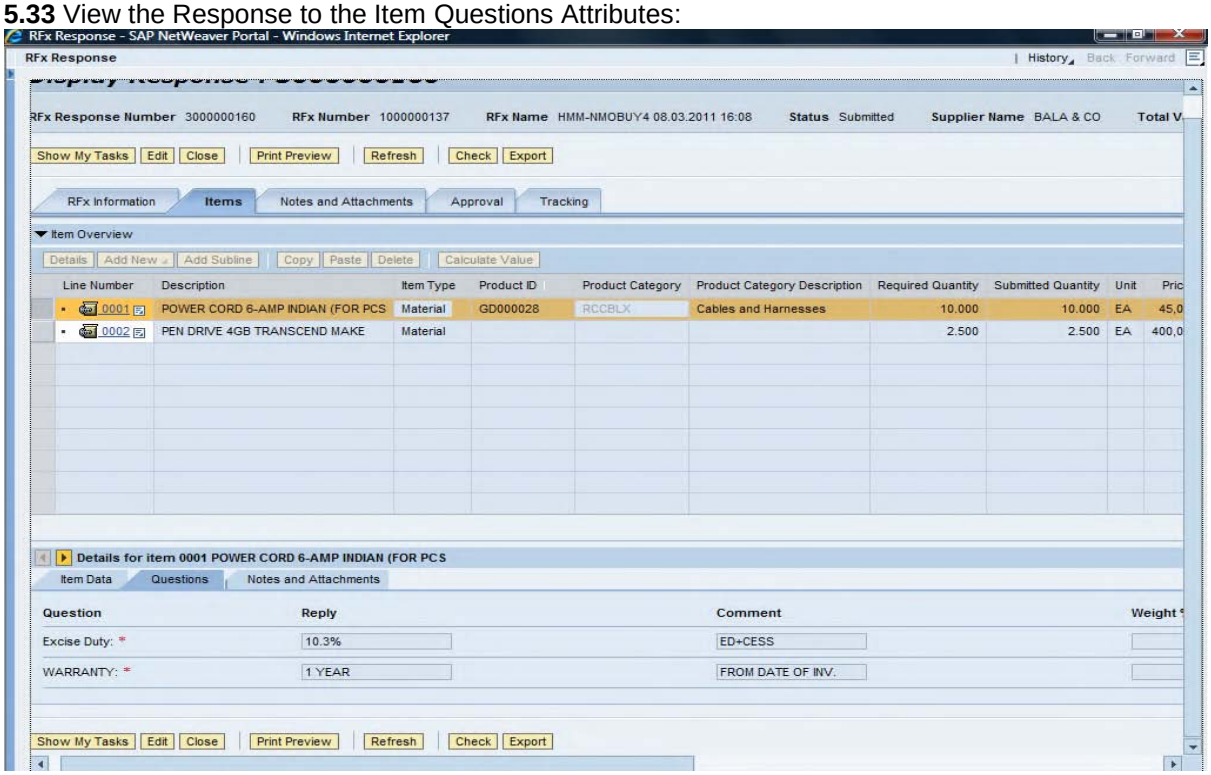
Click Line Number to View the reply for Attributes.

5.32 View the Questions


RFx Response - SAP NetWeaver Portal - Windows Internet Explorer
RFx Response
History Back Forward
Details for item 0001 POWER CORD 6-AMP INDIAN (FOR PCS
Item Data
Questions
Notes and Attachments
Basic Data
Identification
Configurable Item Number: * 0001
Higher-Level Item:
Item Type: Material
Product Category: RCCBLX Cables and Harnesses
Product ID: GD000028
Description: POWER CORD 6-AMP INDIAN (FOR PCS
Item Variant: Normal Item
Item Variant Description: Original Item
Supplier Product Number: ENTER THE MPN OF THE PRODUCT
Currency, Values, and Pricing
Currency: Indian Rupee
Required Quantity: 10.000 EA
Submitted Quantity: 10.000 EA
Total Price: 450.000,00 INR
Price: 45,00 INR Per: 1 EA
Service and Delivery
Delivery Date: 14.03.2011 00:00:00
Delivery Days: 000
Incoterm Key/Location: CIF NEW DELHI
Status and Statistics
Net value: 450.000,00
Partners and Delivery Information
Details Add Send E-Mail Call Clear
Function Number Name
Requester 5000407 BALA SUBRAMANIAN
Goods Recipient 5000406 Rajeev Bisariya
Ship-To Address 5000000 HCL Infosyst
Show My Tasks Edit Close Print Preview Refresh Check Export

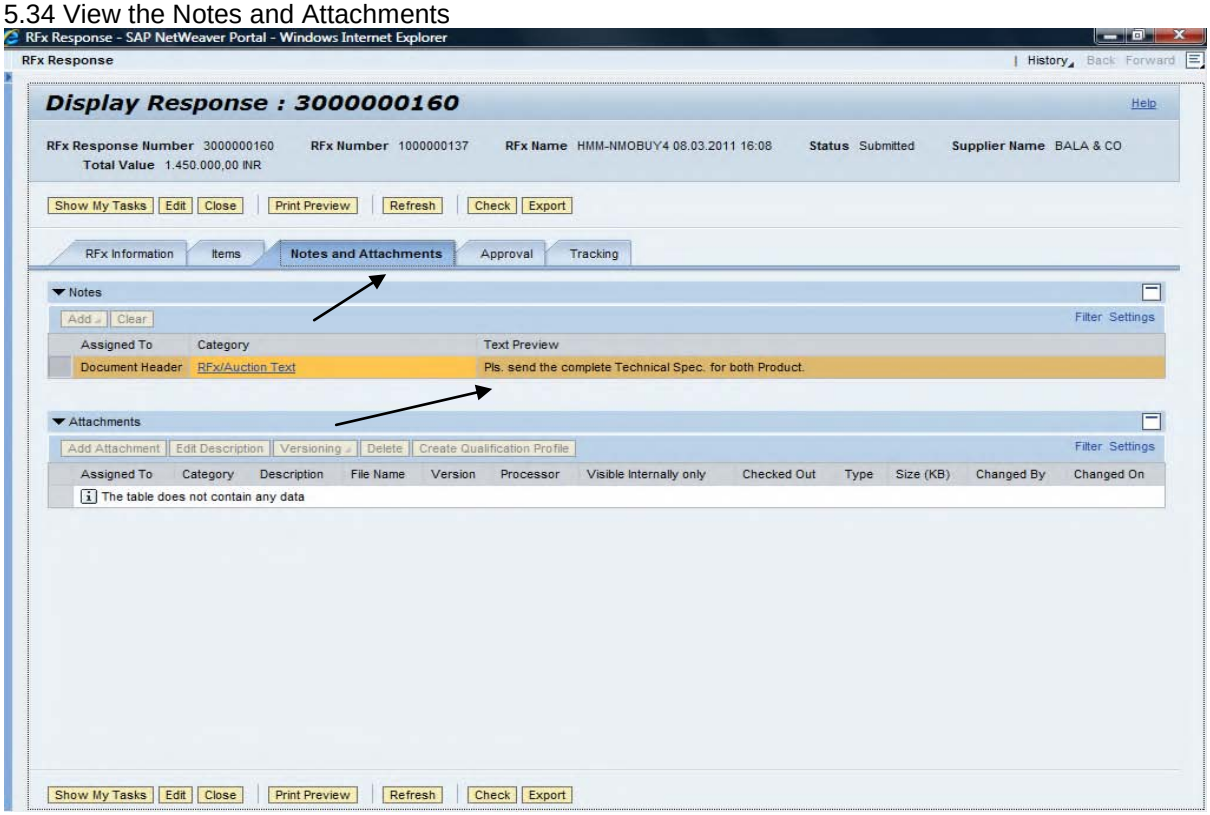
Click Questions to View the Response for Attributes

5.33 View the Response to the Item Questions Attributes:


RFx Response - SAP NetWeaver Portal - Windows Internet Explorer
RFx Response
History Back Forward
RFx Response Number 3000000160 RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Status Submitted Supplier Name BALA & CO
Show My Tasks Edit Close Print Preview Refresh Check Export
RFx Information Items Notes and Attachments Approval Tracking
Item Overview
Details Add New Add Subline Copy Paste Delete Calculate Value
Line Number Description Item Type Product ID Product Category Product Category Description Required Quantity Submitted Quantity Unit
0001 POWER CORD 6-AMP INDIAN (FOR PCS Material GD000028 RCCBLX Cables and Harnesses 10.000 10.000 EA
0002 PEN DRIVE 4GB TRANSCEND MAKE Material 2.500 2.500 EA
Details for item 0001 POWER CORD 6-AMP INDIAN (FOR PCS
Item Data Questions Notes and Attachments
Question Reply Comment
Excise Duty: * 10.3% ED+CESS
WARRANTY: * 1 YEAR FROM DATE OF INV.
Show My Tasks Edit Close Print Preview Refresh Check Export

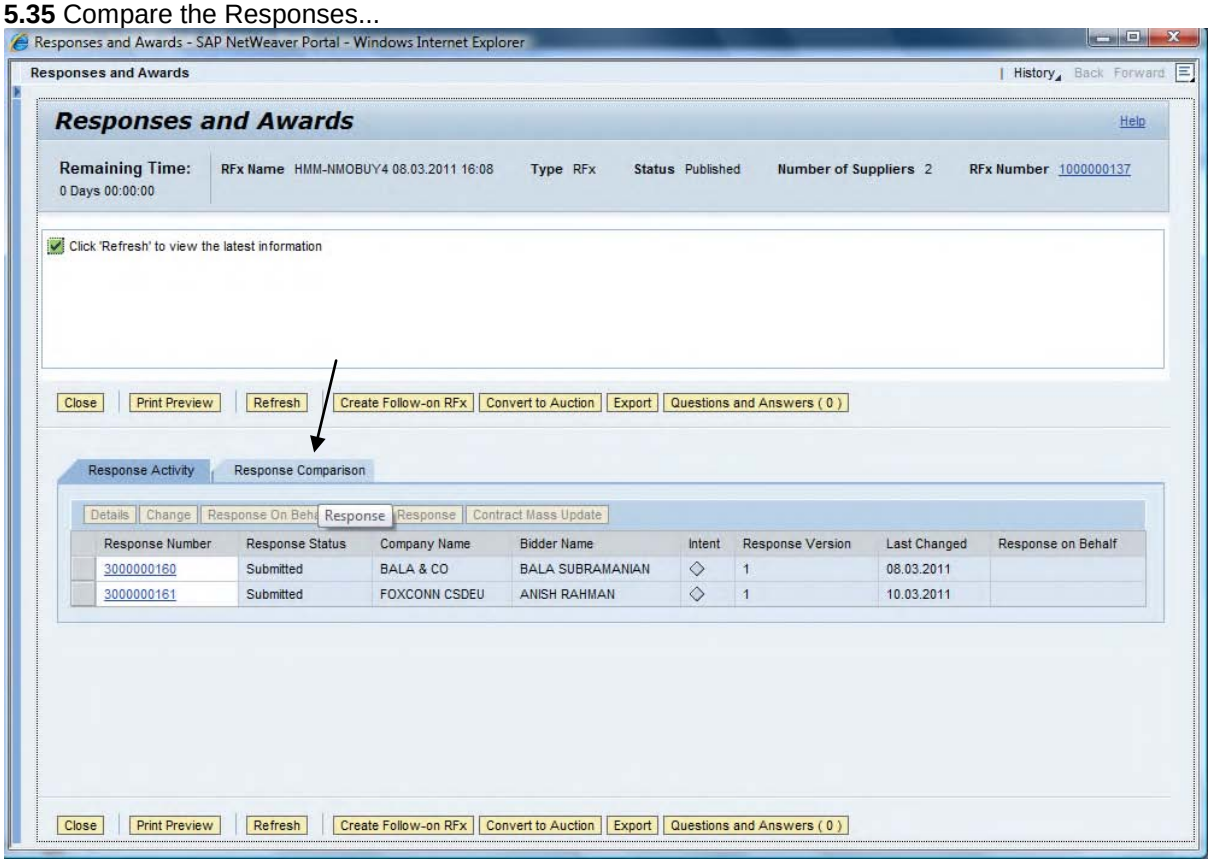
View the Attributes Response from bidder**.**

5.34 View the Notes and Attachments


RFx Response - SAP NetWeaver Portal - Windows Internet Explorer
RFx Response
History Back Forward
Display Response : 3000000160
Help
RFx Response Number 3000000160 RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Status Submitted Supplier Name BALA & CO
Total Value 1.450.000,00 INR
Show My Tasks Edit Close Print Preview Refresh Check Export
RFx Information Items Notes and Attachments Approval Tracking
Notes
Add Clear Filter Settings
Assigned To Category Text Preview
Document Header RFx/Auction Text Pls. send the complete Technical Spec. for both Product.
Attachments
Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter Settings
Assigned To Category Description File Name Version Processor Visible Internally only Checked Out Type Size (KB) Changed By Changed On
The table does not contain any data
Show My Tasks Edit Close Print Preview Refresh Check Export

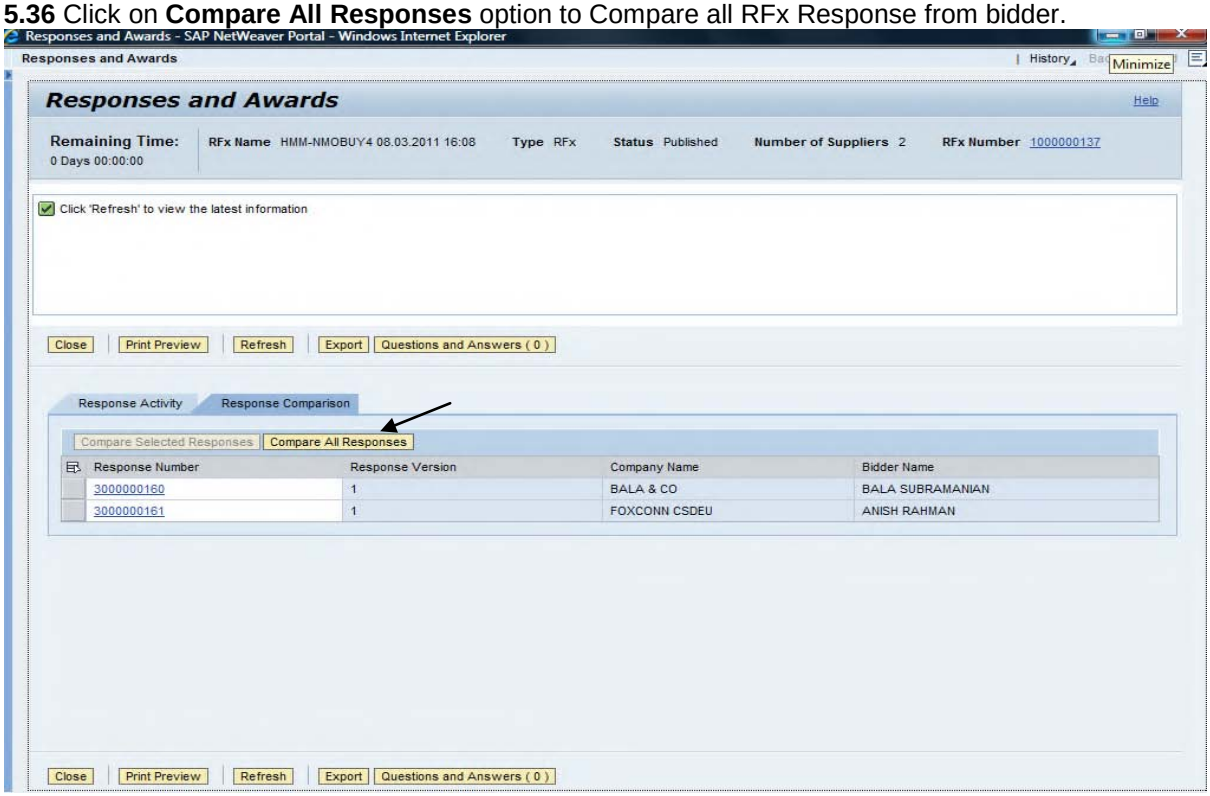
Click Notes & Attachments to view any notes or attached proved by bidder.

5.35 Compare the Responses...


Responses and Awards - SAP NetWeaver Portal - Windows Internet Explorer
Responses and Awards
History Back Forward
Responses and Awards
Help
Remaining Time: 0 Days 00:00:00
RFx Name HMM-NMOBUY4 08.03.2011 16:08 Type RFx Status Published Number of Suppliers 2 RFx Number 1000000137
Click 'Refresh' to view the latest information
Close Print Preview Refresh Create Follow-on RFx Convert to Auction Export Questions and Answers (0)
Response Activity Response Comparison
Details Change Response On Behalf Response Response Contract Mass Update
Response Number Response Status Company Name Bidder Name Intent Response Version Last Changed Response on Behalf
3000000160 Submitted BALA & CO BALA SUBRAMANIAN 1 08.03.2011
3000000161 Submitted FOXCONN CSDEU ANISH RAHMAN 1 10.03.2011
Close Print Preview Refresh Create Follow-on RFx Convert to Auction Export Questions and Answers (0)

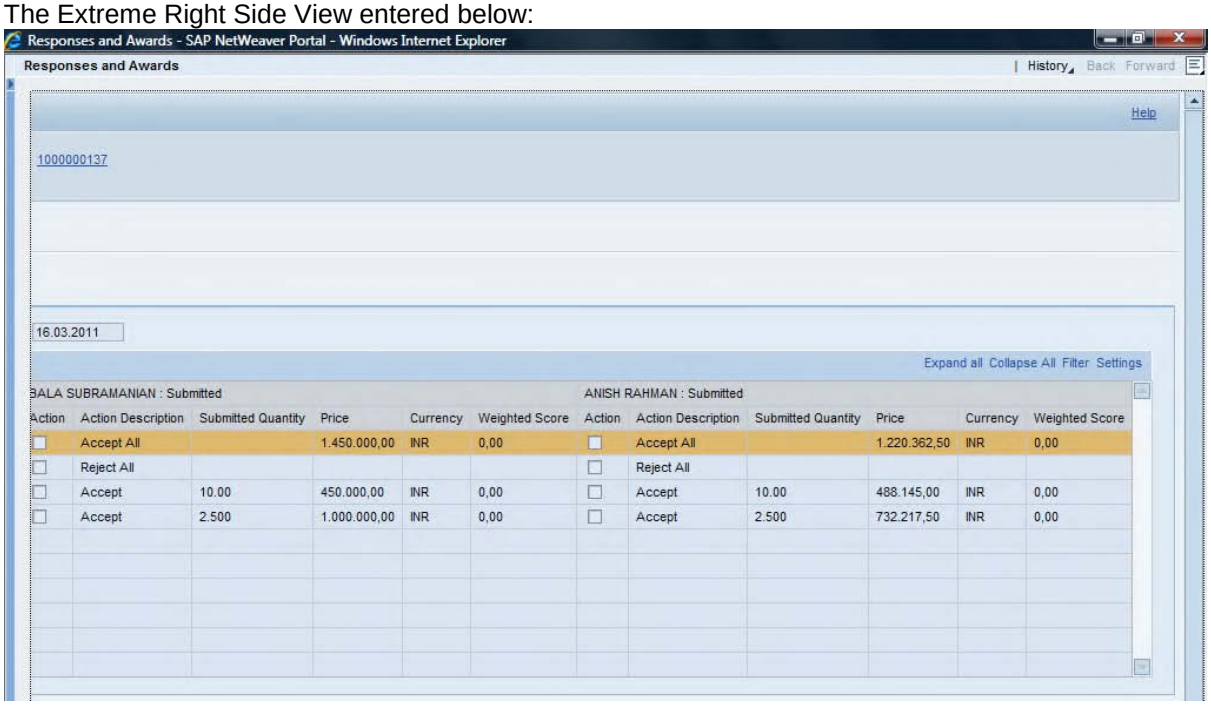
Click Response Comparison to Compare the RFx Response.

5.36 Click on **Compare All Responses** option to Compare all RFx Response from bidder.

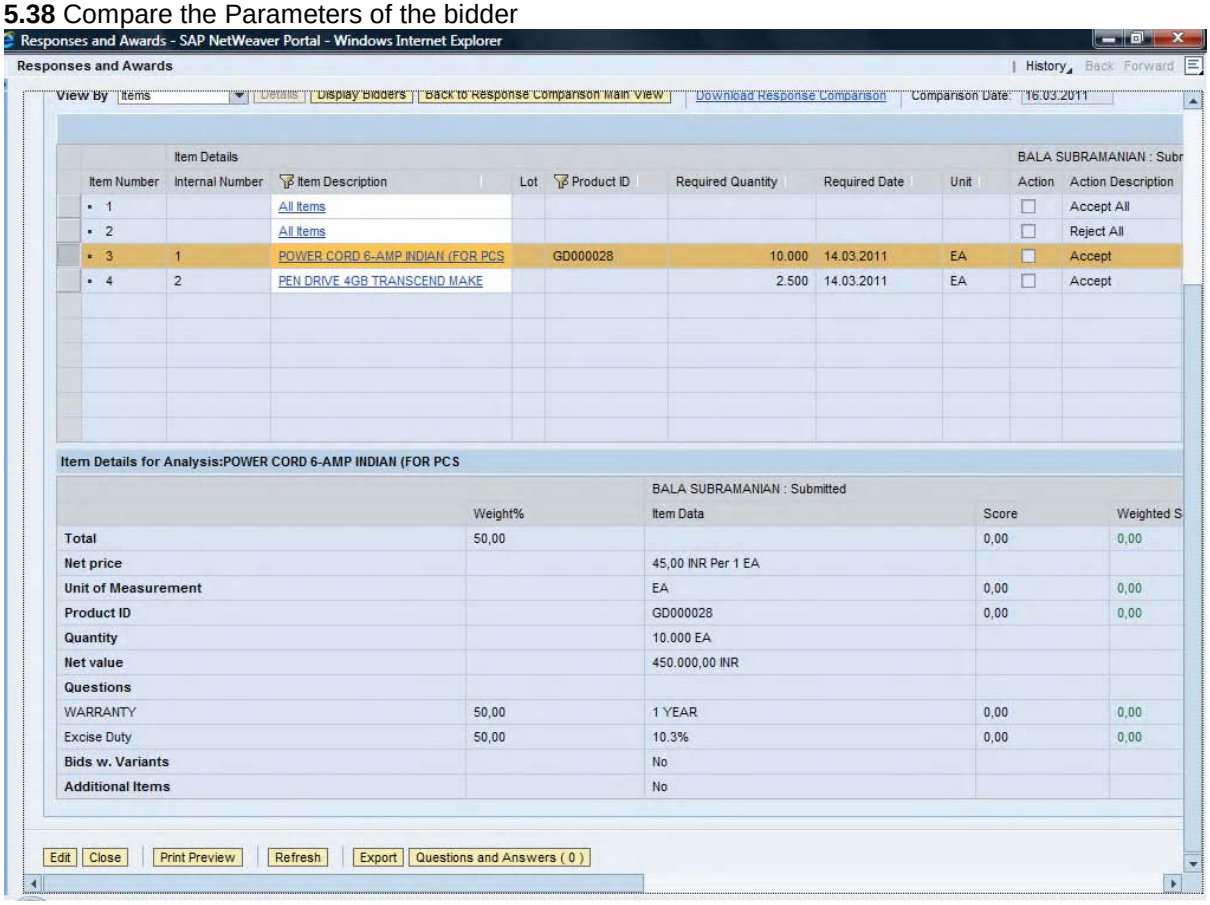


5.37 Click the Product for which you need to compare the RFx of the bidder.

The Extreme Right Side View entered below:

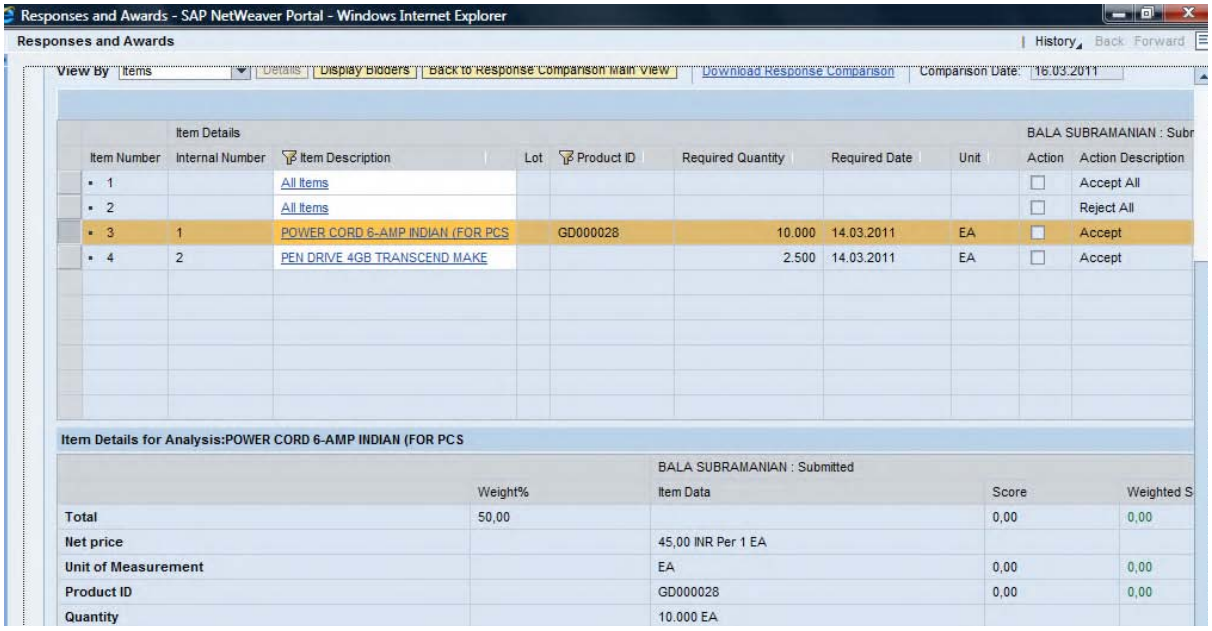

Responses and Awards - SAP NetWeaver Portal - Windows Internet Explorer
Responses and Awards
History Back Forward
Help
1000000137
16.03.2011
Expand all Collapse All Filter Settings
BALA SUBRAMANIAN : Submitted
ANISH RAHMAN : Submitted
Action
Action Description
Submitted Quantity
Price
Currency
Weighted Score
Accept All 1.450.000,00 INR 0,00 Accept All 1.220.362,50 INR 0,00
Reject All Reject All
Accept 10.00 450.000,00 INR 0,00 Accept 10.00 488.145,00 INR 0,00
Accept 2.500 1.000.000,00 INR 0,00 Accept 2.500 732.217,50 INR 0,00

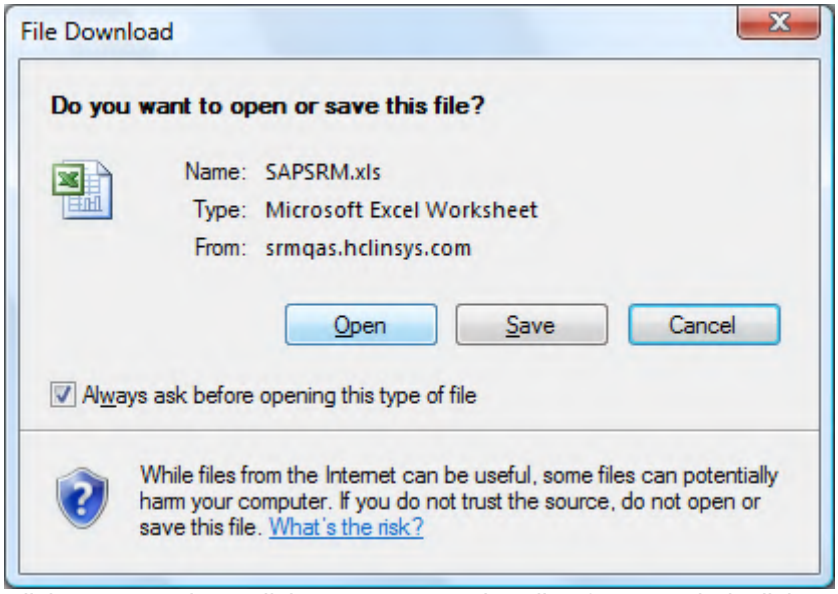
5.38 Compare the Parameters of the bidder



The same process to be followed to compare next item.

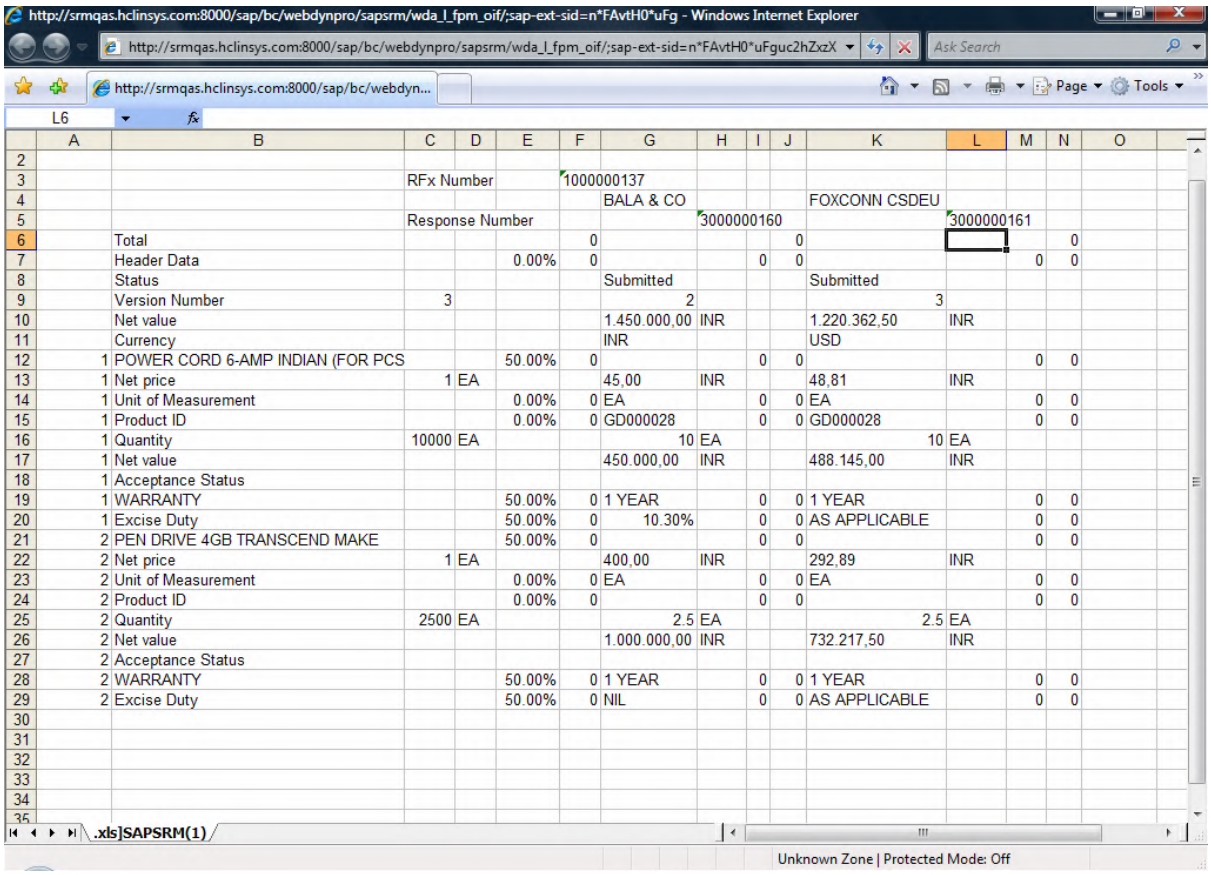
5.39 Download Response Comparison details in Excel format.
Click Download Response Comparison to view the same.




File Download
Do you want to open or save this file?
Name: SAPSRM.xls
Type: Microsoft Excel Worksheet
From: srmqas.hclinsys.com
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Click Open to View, Click Save to Save the File, If not needed, click Cancel.

5.40 Response Comparison Chart in Excel Format..

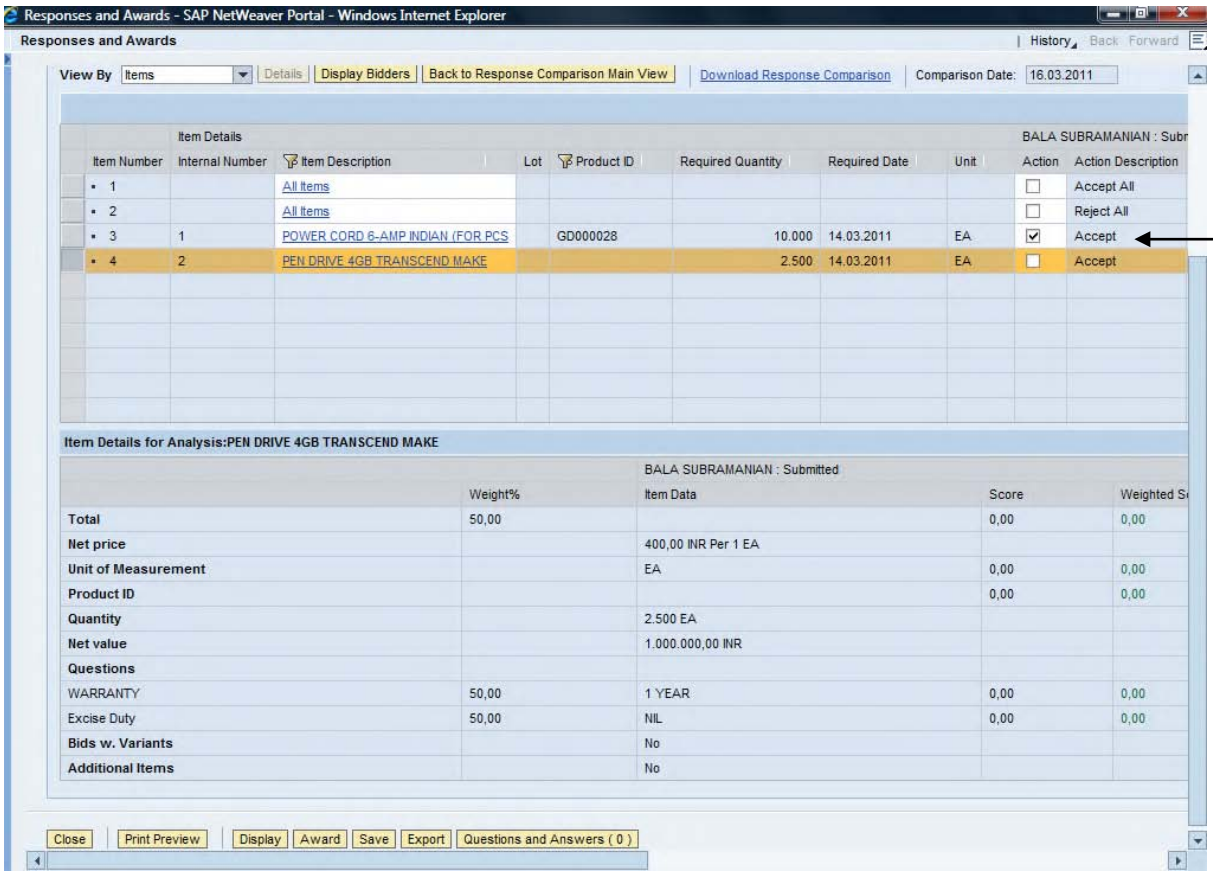

http://srmqas.hclinsys.com:8000/sap/bc/webdynpro/sapsrm/wda_l_fpm_oif/;sap-ext-sid=n*FAvtH0*uFg - Windows Internet Explorer
Unknown Zone | Protected Mode: Off

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2															
3			RFx Number			1000000137									
4							BALA & CO				FOXCONN CSDEU				
5			Response Number					3000000160				3000000161			
6		Total				0				0				0	
7		Header Data			0.00%	0			0	0			0	0	
8		Status					Submitted				Submitted				
9		Version Number	3				2				3				
10		Net value					1.450.000,00	INR			1.220.362,50	INR			
11		Currency					INR				USD				
12	1	POWER CORD 6-AMP INDIAN (FOR PCS			50.00%	0			0	0			0	0	
13	1	Net price	1	EA			45,00	INR			48,81	INR			
14	1	Unit of Measurement			0.00%	0	EA		0	0	EA		0	0	
15	1	Product ID			0.00%	0	GD000028		0	0	GD000028		0	0	
16	1	Quantity	10000	EA			10	EA			10	EA			
17	1	Net value					450.000,00	INR			488.145,00	INR			
18	1	Acceptance Status													
19	1	WARRANTY			50.00%	0	1 YEAR		0	0	1 YEAR		0	0	
20	1	Excise Duty			50.00%	0	10.30%		0	0	AS APPLICABLE		0	0	
21	2	PEN DRIVE 4GB TRANSCEND MAKE			50.00%	0			0	0			0	0	
22	2	Net price	1	EA			400,00	INR			292,89	INR			
23	2	Unit of Measurement			0.00%	0	EA		0	0	EA		0	0	
24	2	Product ID			0.00%	0			0	0			0	0	
25	2	Quantity	2500	EA			2.5	EA			2.5	EA			
26	2	Net value					1.000.000,00	INR			732.217,50	INR			
27	2	Acceptance Status													
28	2	WARRANTY			50.00%	0	1 YEAR		0	0	1 YEAR		0	0	
29	2	Excise Duty			50.00%	0	NIL		0	0	AS APPLICABLE		0	0	
30															
31															
32															
33															
34															
35															

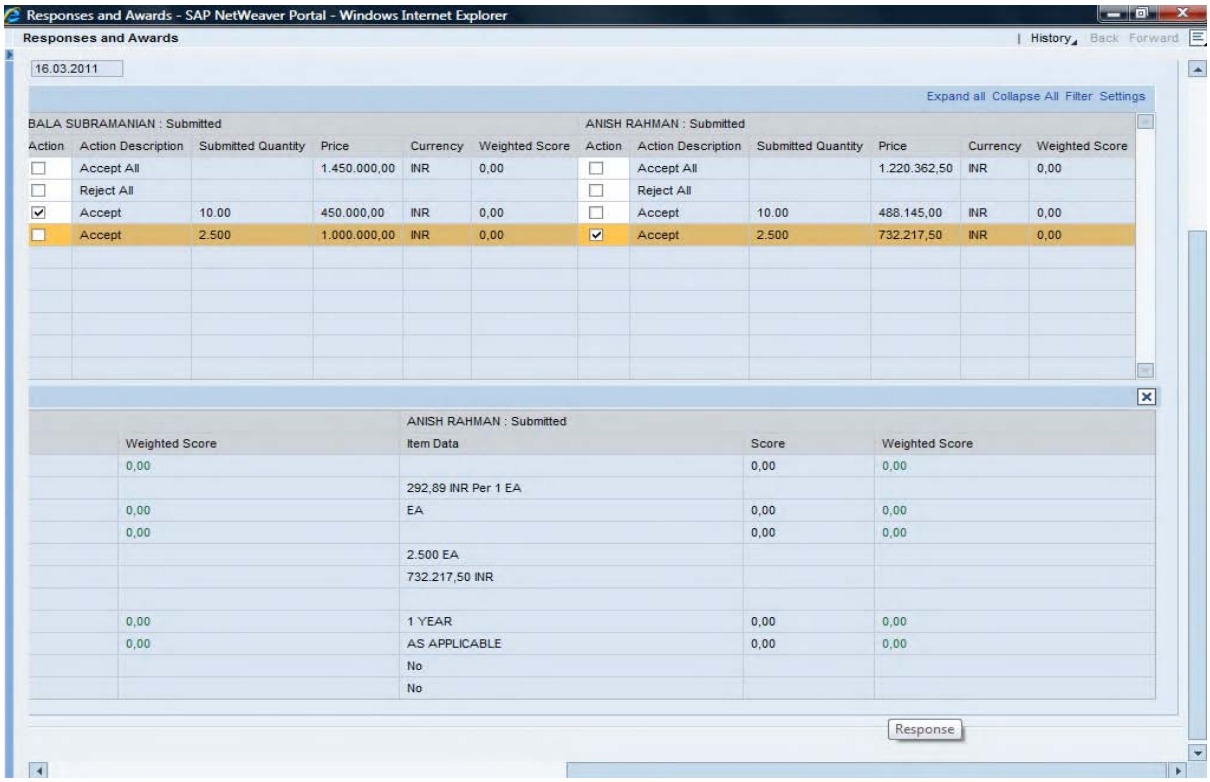
Once you download the Response Comparison, the same will be download in Excel Format.

NOTE: Based on the Comparison the buyer will accept the quote and send for approval to their respective Manager to review the same.

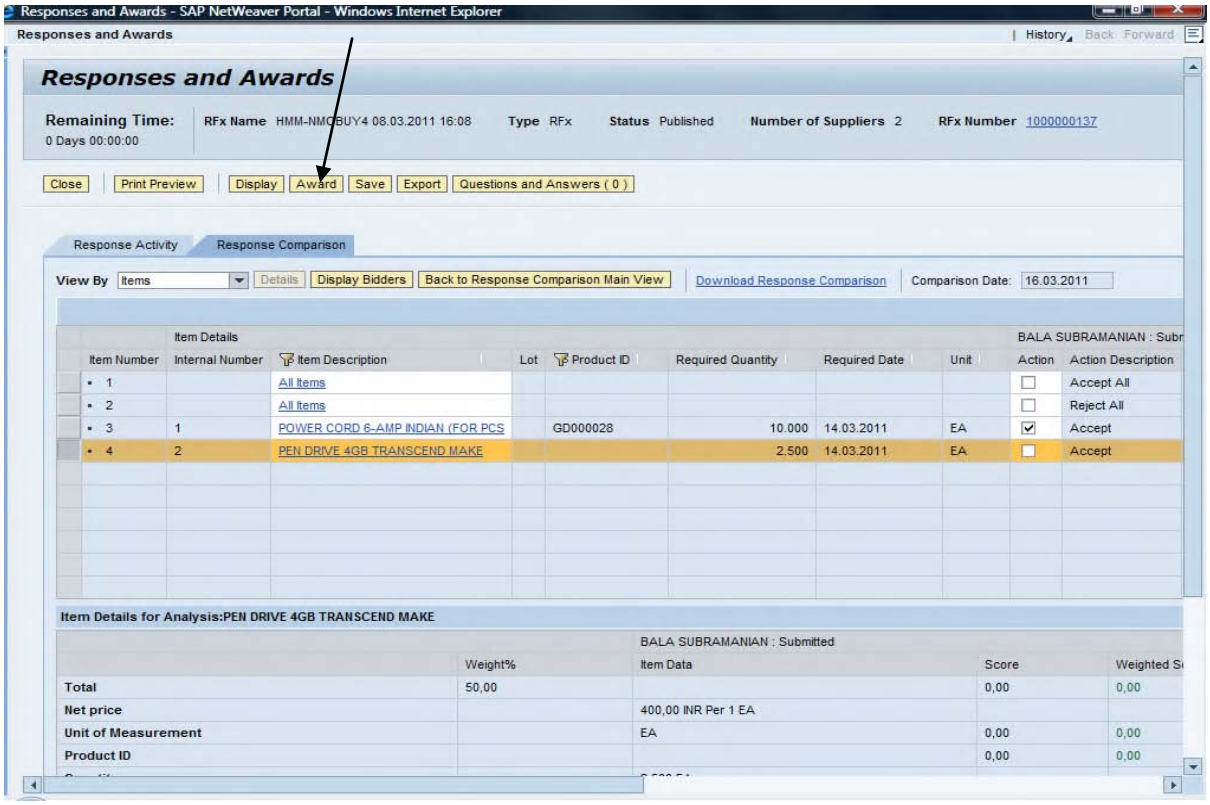
5.41 Bid Response Acceptance..



Click Accept for which it suits to your requirements.
You can Accept All, Reject All, Accept Item-Wise also, Reject Item-Wise also.

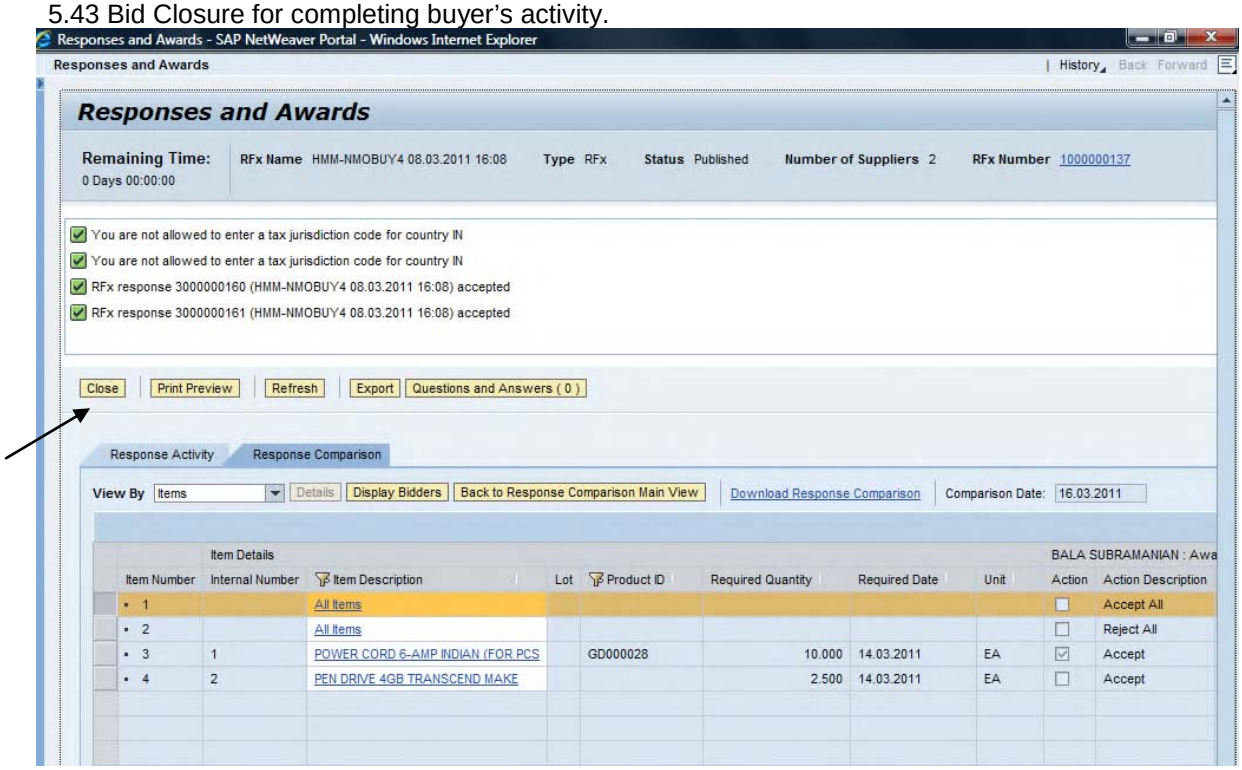


5.42 Award the Bid ..



Once the buyer you decides to accept or reject, click Award to post the same.

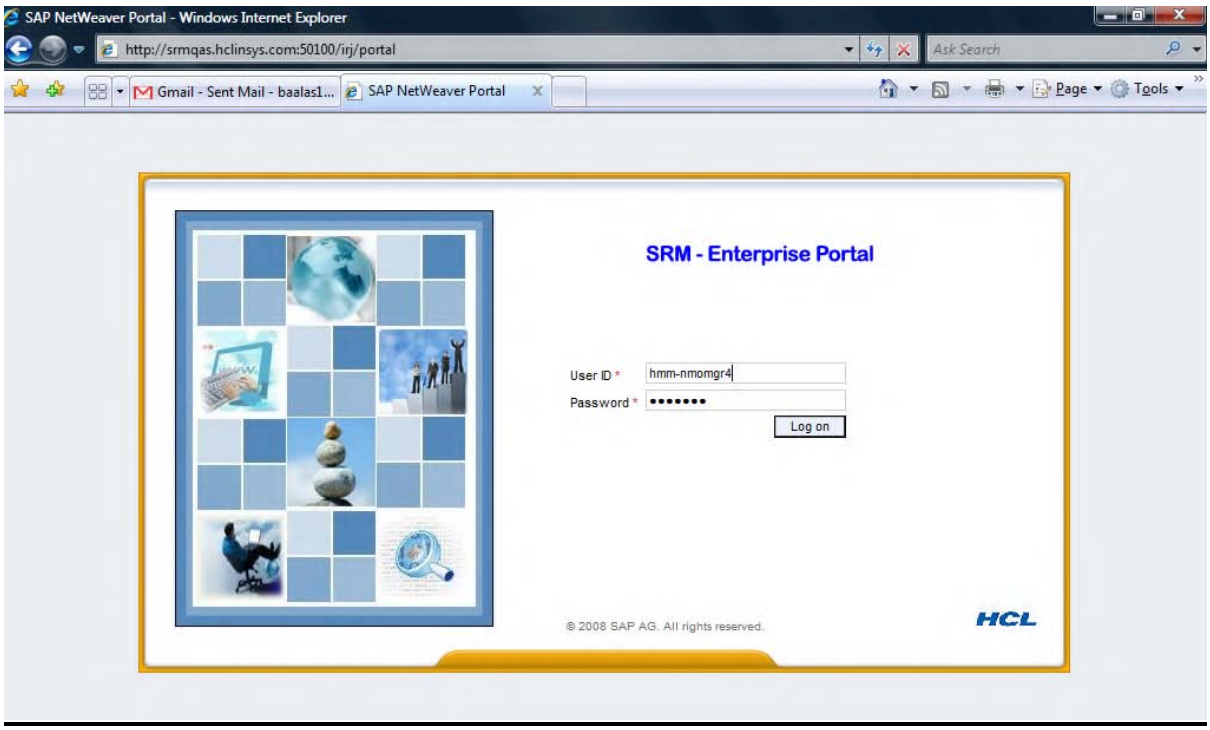
5.43 Bid Closure for completing buyer's activity.


Responses and Awards - SAP NetWeaver Portal - Windows Internet Explorer
Responses and Awards
History Back Forward
Responses and Awards
Remaining Time: 0 Days 00:00:00
RFx Name HMM-NMOBUY4 08.03.2011 16:08
Type RFx
Status Published
Number of Suppliers 2
RFx Number 1000000137
You are not allowed to enter a tax jurisdiction code for country IN
You are not allowed to enter a tax jurisdiction code for country IN
RFx response 3000000160 (HMM-NMOBUY4 08.03.2011 16:08) accepted
RFx response 3000000161 (HMM-NMOBUY4 08.03.2011 16:08) accepted
Close
Print Preview
Refresh
Export
Questions and Answers (0)
Response Activity
Response Comparison
View By Items
Details
Display Bidders
Back to Response Comparison Main View
Download Response Comparison
Comparison Date: 16.03.2011
Item Details
BALA SUBRAMANIAN : Awa
Item Number
Internal Number
Item Description
Lot
Product ID
Required Quantity
Required Date
Unit
Action
Action Description
1 All Items Accept All
2 All Items Reject All
3 1 POWER CORD 6-AMP INDIAN (FOR PCS GD000028 10.000 14.03.2011 EA Accept
4 2 PEN DRIVE 4GB TRANSCEND MAKE 2.500 14.03.2011 EA Accept

Click Close to come out of the bid.
Now, the Bid is automatically sent to the buyer's immediate reporting manager for his approval.
Now Buyer expects his manager's feedback.

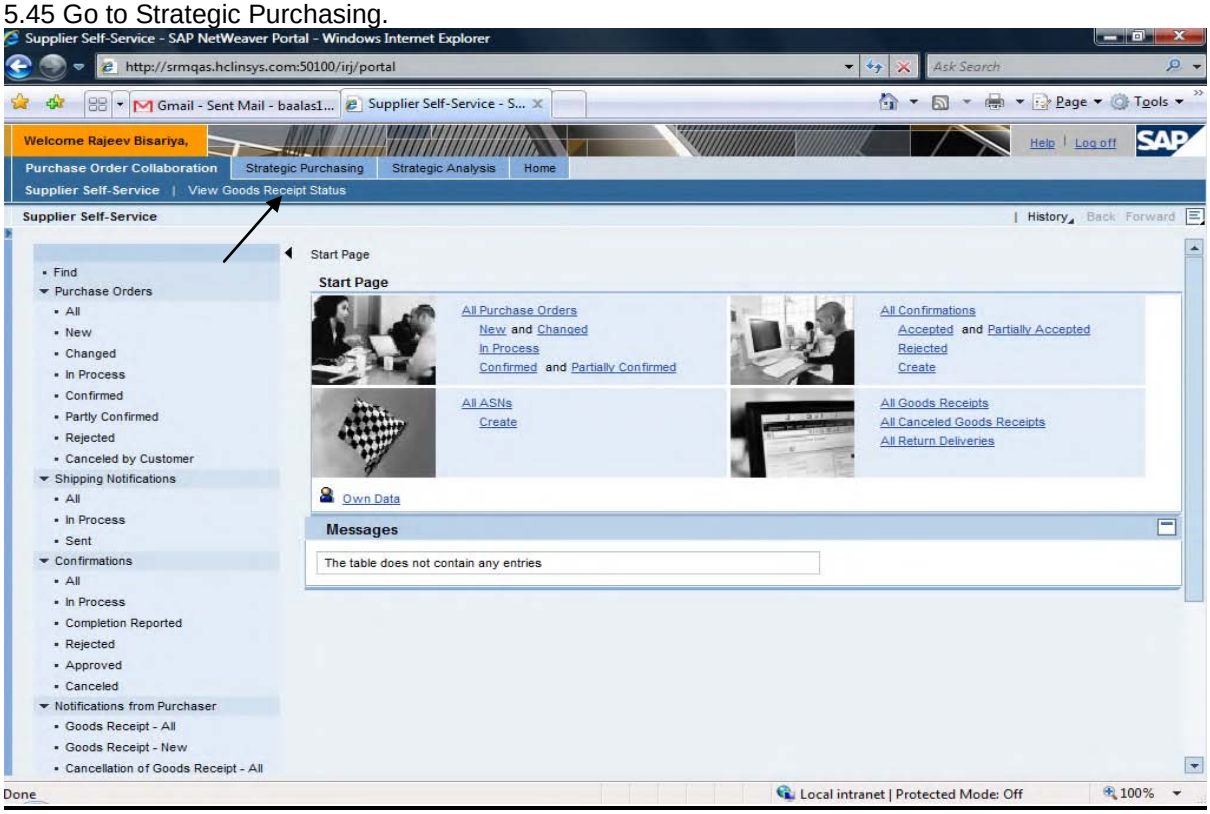
c) Final Approval of the Bid Response by HCL Manager

5.44 Login to SRM Enterprise Portal using Buyer Manager's Login.

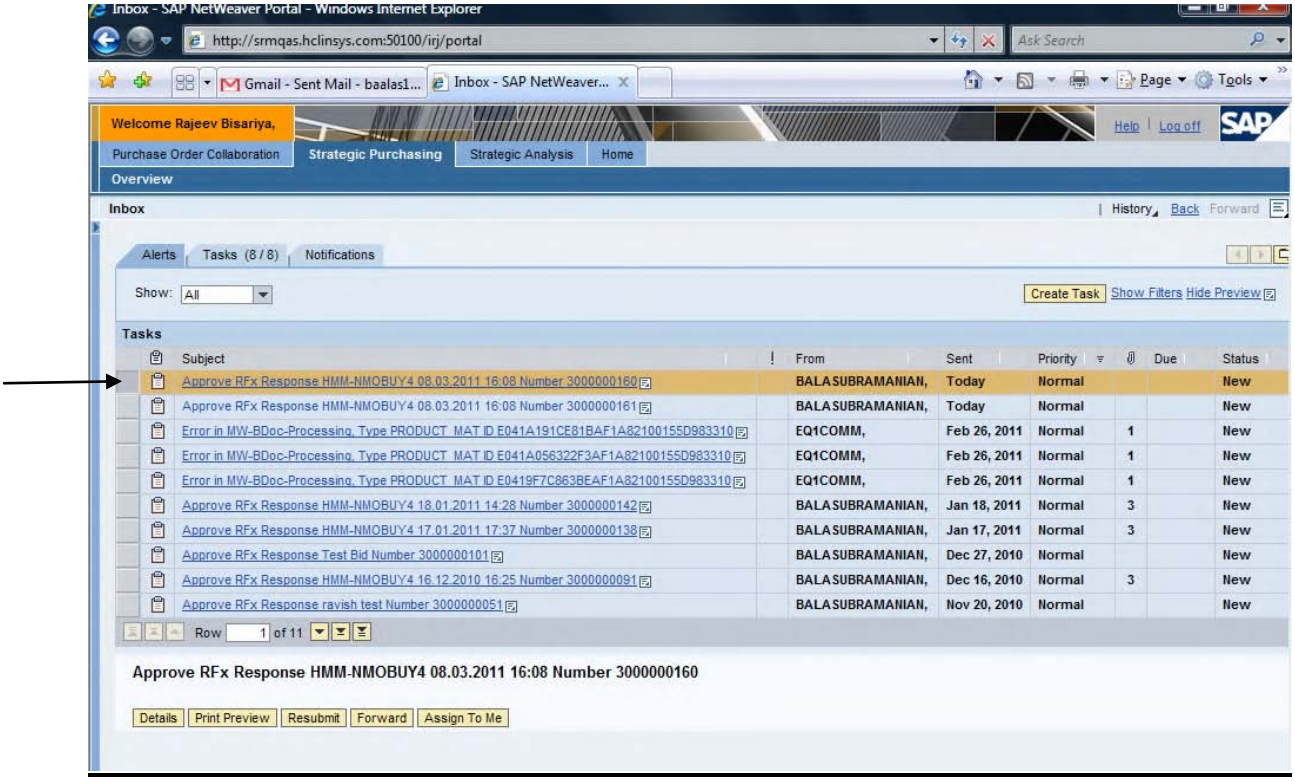


Now Manager is able to view the response of the buyer on the RFx response.

5.45 Go to Strategic Purchasing.

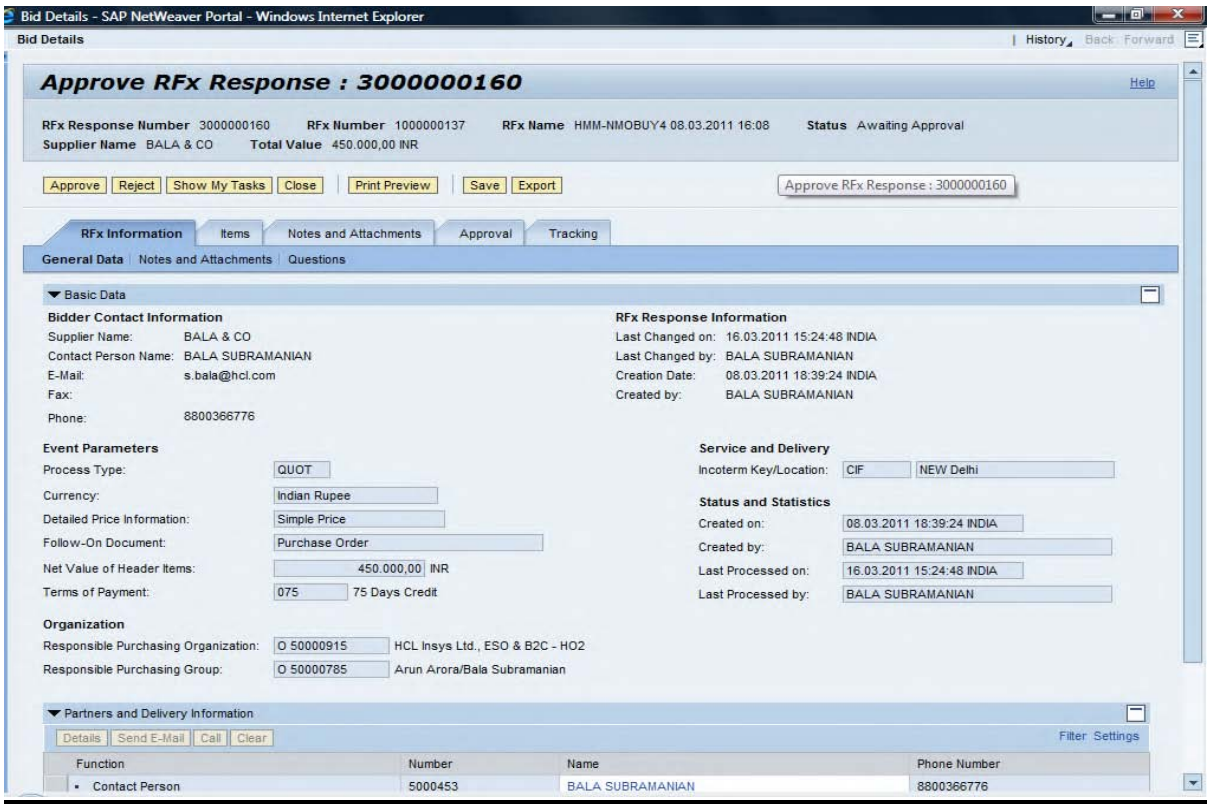


5.46 View the pending for Approval of Rfx.


Inbox - SAP NetWeaver Portal - Windows Internet Explorer
http://srmqas.hclinsys.com:50100/irj/portal
Welcome Rajeev Bisariya,
Purchase Order Collaboration
Strategic Purchasing
Strategic Analysis
Home
Overview
Inbox
Alerts
Tasks (8 / 8)
Notifications
Create Task
Show Filters
Hide Preview
Tasks
Subject
From
Sent
Priority
Due
Status
Approve RFx Response HMM-NMOBUY4 08.03.2011 16:08 Number 3000000160
BALASUBRAMANIAN, Today Normal New
Approve RFx Response HMM-NMOBUY4 08.03.2011 16:08 Number 3000000161
BALASUBRAMANIAN, Today Normal New
Error in MW-BDoc-Processing, Type PRODUCT_MAT ID E041A191CE81BAF1A82100155D983310
EQ1COMM, Feb 26, 2011 Normal 1 New
Error in MW-BDoc-Processing, Type PRODUCT_MAT ID E041A056322F3AF1A82100155D983310
EQ1COMM, Feb 26, 2011 Normal 1 New
Error in MW-BDoc-Processing, Type PRODUCT_MAT ID E0419F7C863BEAF1A82100155D983310
EQ1COMM, Feb 26, 2011 Normal 1 New
Approve RFx Response HMM-NMOBUY4 18.01.2011 14:28 Number 3000000142
BALASUBRAMANIAN, Jan 18, 2011 Normal 3 New
Approve RFx Response HMM-NMOBUY4 17.01.2011 17:37 Number 3000000138
BALASUBRAMANIAN, Jan 17, 2011 Normal 3 New
Approve RFx Response Test Bid Number 3000000101
BALASUBRAMANIAN, Dec 27, 2010 Normal New
Approve RFx Response HMM-NMOBUY4 16.12.2010 16:25 Number 3000000091
BALASUBRAMANIAN, Dec 16, 2010 Normal 3 New
Approve RFx Response ravish test Number 3000000051
BALASUBRAMANIAN, Nov 20, 2010 Normal New
Row 1 of 11
Approve RFx Response HMM-NMOBUY4 08.03.2011 16:08 Number 3000000160
Details
Print Preview
Resubmit
Forward
Assign To Me

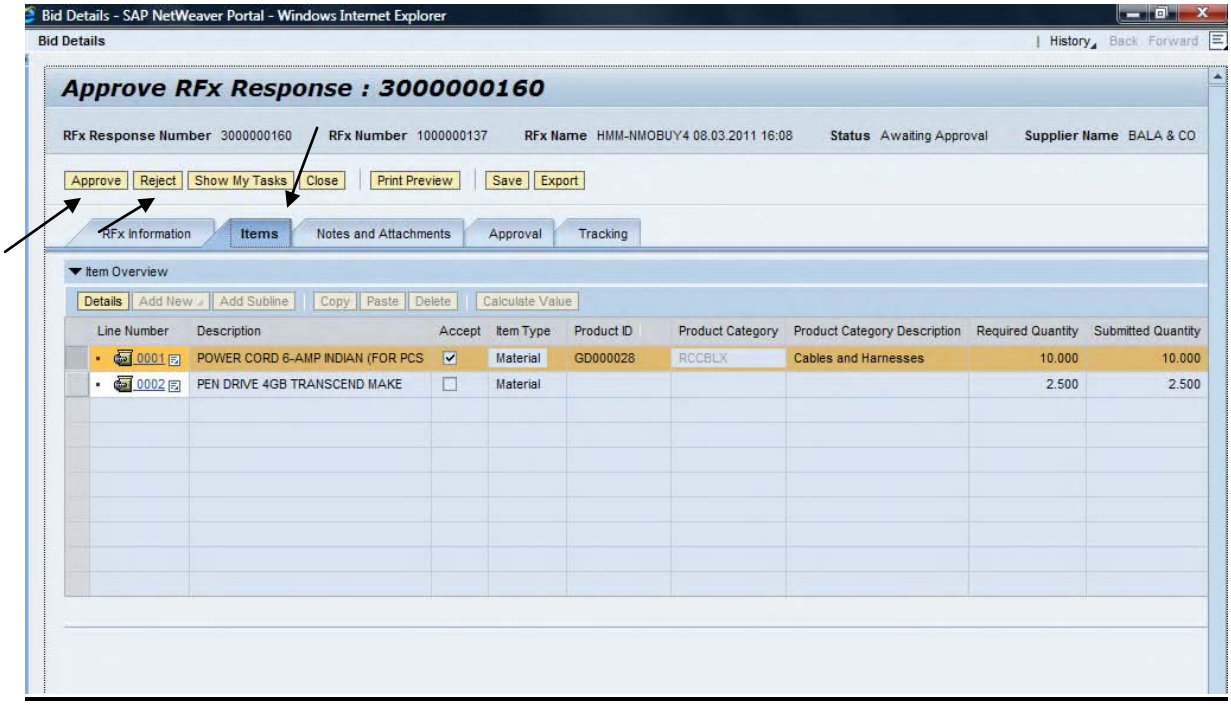
Select the RFx Response to approve

5.47 Review Buyer's response to Suppliers' Bid Response



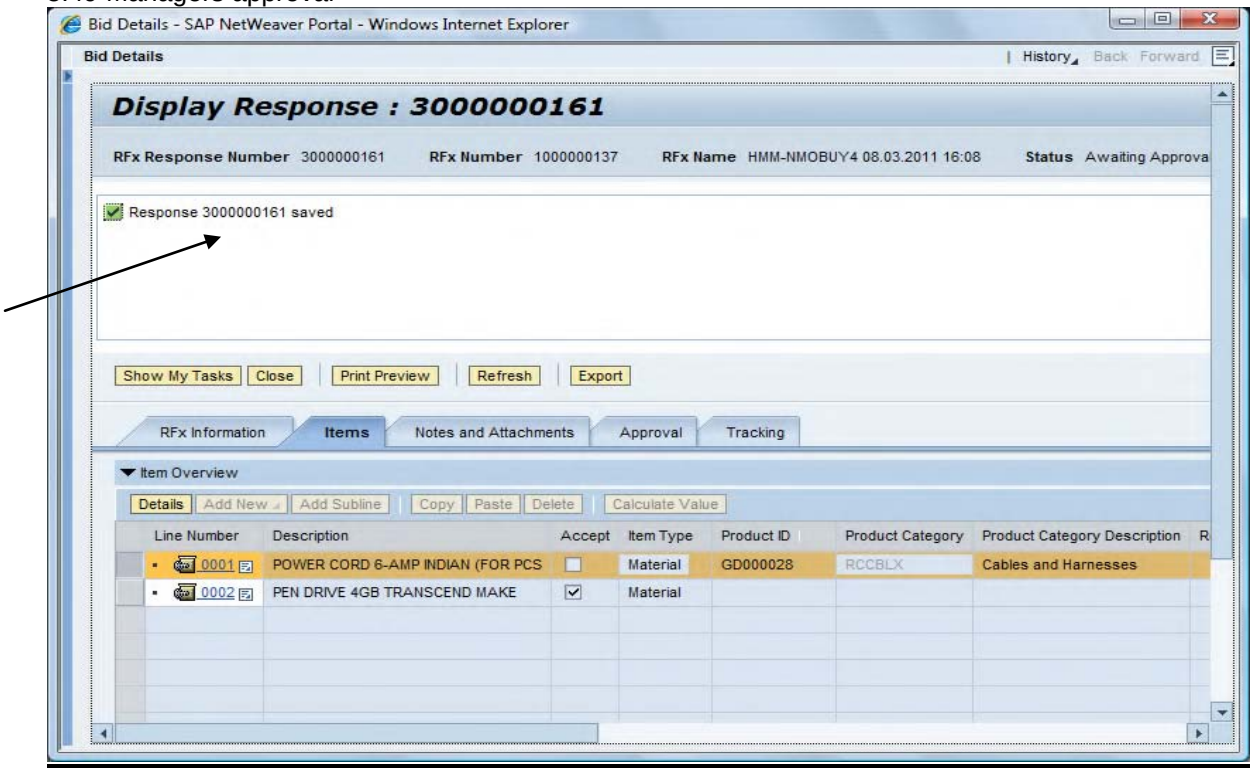
Based on the Input, Manager may take a decision to Accept or Reject.

5.48 View Item Level details /status


Bid Details - SAP NetWeaver Portal - Windows Internet Explorer
Bid Details
History Back Forward
Approve RFx Response : 3000000160
RFx Response Number 3000000160 RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Status Awaiting Approval Supplier Name BALA & CO
Approve Reject Show My Tasks Close Print Preview Save Export
RFx Information Items Notes and Attachments Approval Tracking
Item Overview
Details Add New Add Subline Copy Paste Delete Calculate Value
Line Number Description Accept Item Type Product ID Product Category Product Category Description Required Quantity Submitted Quantity
0001 POWER CORD 6-AMP INDIAN (FOR PCS Material GD000028 RCCBLX Cables and Harnesses 10.000 10.000
0002 PEN DRIVE 4GB TRANSCEND MAKE Material 2.500 2.500

Click Items Tab to view the pricing.
Then,Click Approve / Reject based on the requirement.

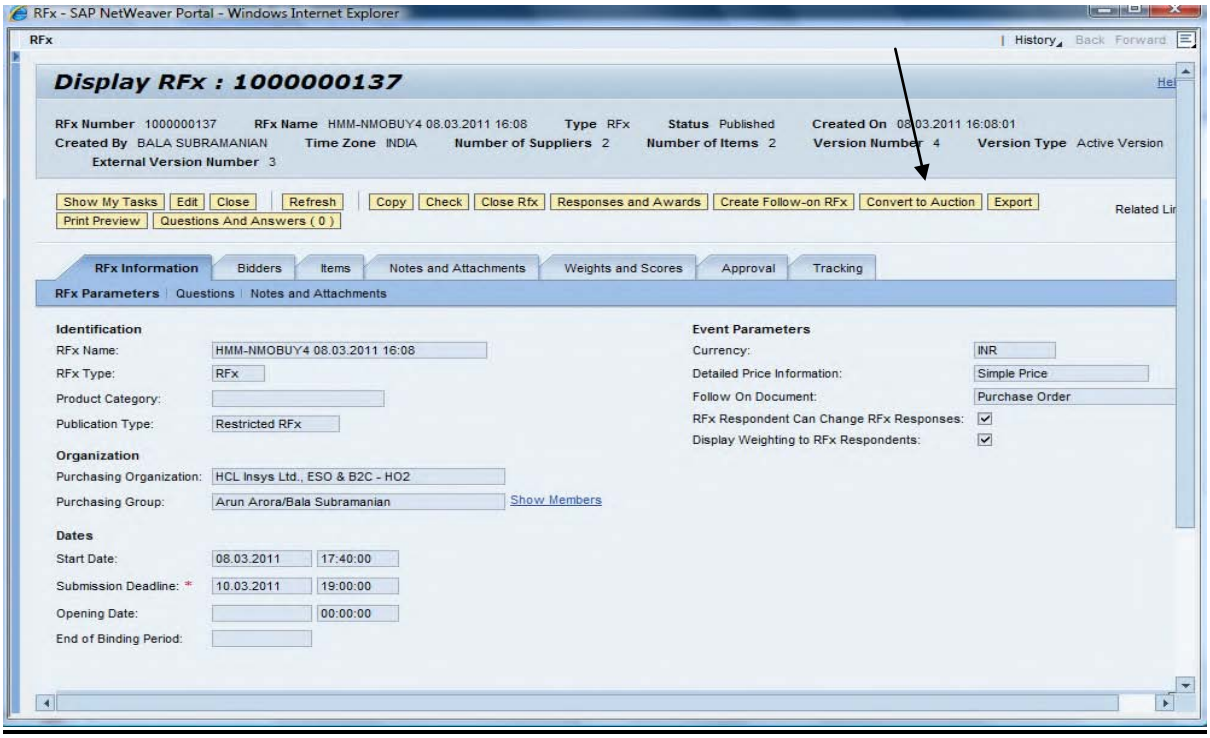
5.49 Managers approval


Bid Details - SAP NetWeaver Portal - Windows Internet Explorer
Bid Details
History Back Forward
Display Response : 3000000161
RFx Response Number 3000000161 RFx Number 1000000137 RFx Name HMM-NMOBUY4 08.03.2011 16:08 Status Awaiting Approva
Response 3000000161 saved
Show My Tasks Close Print Preview Refresh Export
RFx Information Items Notes and Attachments Approval Tracking
Item Overview
Details Add New Add Subline Copy Paste Delete Calculate Value
Line Number Description Accept Item Type Product ID Product Category Product Category Description
0001 POWER CORD 6-AMP INDIAN (FOR PCS Material GD000028 RCCBLX Cables and Harnesses
0002 PEN DRIVE 4GB TRANSCEND MAKE Material

Approve / Reject based on the requirement and Save the doc.
The same Process to be followed for all the Approval shown in Overview Tasks.
Click Close to come out of this Screen.
The ***Bidding Process is Completed now.***

If Buyer decides to go for Reverse Auction, he can publish the Reverse Auction for the same products or if the buyer found it o.k. with the price quoted, he can go ahead and release the Purchase Order for the approved Bidder.

Buyer has to click Convert to Auction in the RFx if he decides to go for Reverse Auction as per below mentioned screen shot.



Click Convert to Reverse Auction Button. Status of the Bid at this time is:Transaction completed.

Now, the Bidding Process is completed from the Buyer end.

*

6. How external suppliers contact HCL for Support …

For any issues, external suppliers can contact HCL at support.srmproc@hcl.com .*This e-mail ID is available in our HCL Website –www.hclinfosystems.com –Groupsites--HCL SRM – Supplier Portal screen.*

*

7. How Buyers/ Internal HCL users get support on SRM system

For any SRM system related issues or requirements, Buyers need to log the issues at HCL Intranet in RRC Module – **Rapid Resolution Centre** – Choose Helpdesk option :**SAP Support-SRM** , raise a Ticket & get the issue resolved.

*****END*****